

SWEET BRIAR COLLEGE



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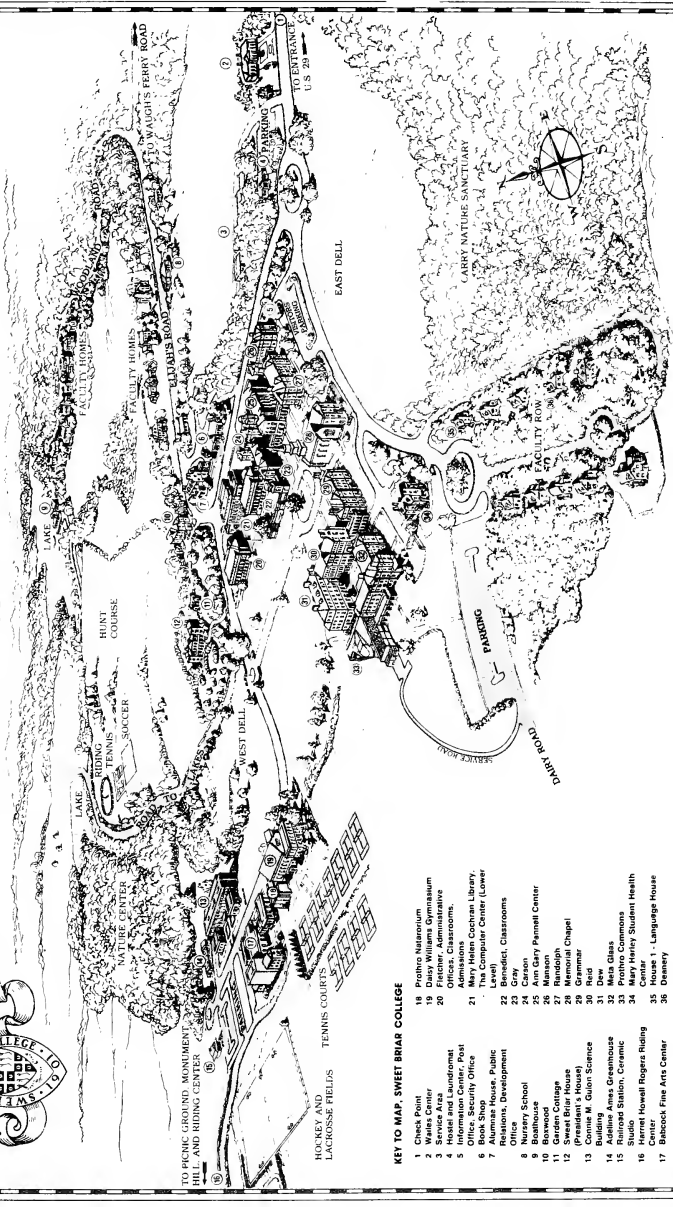
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Sweet Briar College
1987-88

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SWEET BRIAR COLLEGE



KEY TO MAP, SWEET BRIAR COLLEGE

- 1 Check Point
- 2 Prothro Natatorium
- 3 Wiles Center
- 4 Daisy Williams Gymnasium
- 5 Fletcher, Administrative Offices, Classrooms
- 6 Mary Helen Cochran Library
- 7 The Computer Center (Lower Level)
- 8 Benedict, Classrooms
- 9 Cary
- 10 Condon
- 11 Ann Gary Parnell Center
- 12 Manson
- 13 Randolph
- 14 Memorial Chapel
- 15 Commar
- 16 Connie M. Gulon Science Building
- 17 Adeline Annes Greenhouse
- 18 Prothro Commons
- 19 Mary Henry Student Health Center
- 20 House 1 - Language House
- 21 Deanery
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Cover photo by Toni Marra

Layouts, Amanda Hines

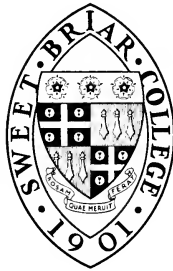
*Grandmother and Granddaddy, I love you!! I would also like to thank Ellyn Palermo, Rich Friedel, Amanda Hines, Dean Barlow, and Margret Steck. Your assistance was invaluable. My eternal thanks goes to my sister, Ellen, for those late night conversations and the discussions on what this is really all about. **The Student Handbook** is made with love.*
Sursum corda!

aecj

Sweet Briar College

STUDENT HANDBOOK

1987 - 1988



“She who has earned the rose may bear it.”

Amy E. C. Jenkins, Editor

SWEET BRIAR COLLEGE
SWEET BRIAR, VIRGINIA 24595

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SWEET BRIAR HISTORICAL SKETCH

Sweet Briar was founded in the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early years of the nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and over half a million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgement of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities of the country.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teacher certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949.

In May, 1927, a Board of Overseers was established. It consists of the seven Directors and additional members elected by the Directors for four-year terms. The active oversight of the college is in the hands of this larger board whose decisions are submitted to the Board of Directors for ratification. Alumnae representation on the Board of Overseers was instituted in 1934. Through a policy adopted in 1973, each graduating class now elects one of its members to serve a special three-year term on the Board of Overseers.

Sweet Briar's first five presidents were women. Dr. Mary L. Benedict held the office from the opening in 1906 until 1916; Dr. Emilie Watts McVea served from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; and Dr. Harold B. Whiteman, Jr., from 1971 to 1983. Dr. Nenah E. Fry began her administration as seventh president of the college in 1983.

SWEET BRIAR'S MISSION

Sweet Briar is a four-year independent college whose aim is to prepare women to be active, responsible members of society. A foundation in the liberal arts is essential to this end. Study of the liberal arts enhances the development of critical thought, leads to independence and allows the mature adult to continue to learn long after leaving Sweet Briar.

The College believes that clear thinking and adaptability are best fostered by a broad study of those disciplines that teach one to view one's experience in wider contexts, to appreciate the achievements of the past, to derive satisfaction from the arts, to understand the methods and major theories of science, and to communicate with precision and cogency.

Moreover, the College seeks to provide an environment that encourages physical well-being, moral awareness, sensitivity to others, responsibility for one's actions, and the assumption of leadership and personal initiative--qualities enabling the graduate to enjoy life in humane community.

While recognizing the distinctive qualities of womanhood, the College believes that excellence knows no gender. Sweet Briar remains a women's college in order to devote all its resources to the education of women in the full range of the liberal arts, including those subjects and responsibilities that have all too often been defined as male domains.

The faculty teaches individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and improvement of skills for life and livelihood.

A sound foundation in the liberal arts will benefit the graduate for a lifetime, by providing the adaptability, the communication skills, and the experience in independent problem-solving which are demanded of any woman today. As an independent college, Sweet Briar possesses the freedom to respond appropriately to the many challenges facing higher education in a rapidly changing world.

The Sweet Briar curriculum reflects the conviction that a student should achieve depth in some field of knowledge, and should have a critical appreciation of the ways in which knowledge is gained. An educated person should have an informed acquaintance with (to adapt the language of Dean Henry Rosovsky of Harvard):

The mathematical and experimental methods entailed in the study of the physical environment, and the major theories and limitations of the natural sciences:

The main forms of analysis and the historical and quantitative techniques needed for investigating the development and workings of modern society:

The important scholarly, literary, and artistic achievements of past and present;

The major religious and philosophical conceptions of humanity

A culture outside the bounds of Western culture.

SWEET BRIAR SONG

Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!
Sweet Briar, Sweet Briar, thy columns
white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!
Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!

COLLEGE CALENDAR

1987

August	29	New students arrive between 10 a.m. and 3 p.m. (Orientation period August 29-September 7)
	30	Returning student may arrive after 10 a.m.
September	1	Registration
	2	Classes begin for Fall Term, 8:30 a.m.
	3	Opening Convocation - 8:00 p.m. - Babcock Auditorium
	29	Founder's Day
October	8-9	Reading Days
	24	Parents' Day
November	24	Thanksgiving Recess begins - 5:30 p.m. (Residence Halls close - 6:00 p.m. on November 24)
	29	Thanksgiving Recess ends - Residence Halls open 1 p.m.
December	8	Classes end - 5:30 p.m.
	9	Reading Day
	10,11,12	Examinations
	13	Reading Day
	14-15	Examinations (exams end at 12 noon on Tuesday, December 15) Residence Halls close at 4:00 p.m.
1988		
January	3	Residence Halls open - 1:00 p.m.
	4	Winter Term begins - 8:30 a.m.
	29	Winter Term ends at 5:30 p.m.
February	4	Spring Term begins - 8:00 a.m.
March	18	Spring Recess begins - 2:30 p.m. (Residence Halls close - 4:00 p.m.)
	27	Spring Recess ends. (Residence Halls open - 1:00 p.m.)
May	11	Classes end at 4:30 p.m.
	12	Reading Day
	13-14	Examinations
	15	Reading Day
	16,17,18	Examinations (end at 12 noon on May 18)
	18	Residence Halls close 5:00 p.m.
	21	Baccalaureate Service
	22	Seventy-ninth Commencement

DIRECTORY OF HOURS*

A. Admission Office	Monday-Friday:	8:30 a.m.-4:30 p.m.
	Saturday:	8:30 a.m.-12:30 p.m.
B. Bank	Monday-Friday:	8:45 a.m.-12:15 p.m.
C. Book Shop	Monday-Friday:	9:00 a.m.-5:00 p.m.
	Saturday:	10:00 a.m.-1:00 p.m.
D. Career Planning	Monday-Friday:	8:30 a.m.-4:30 p.m.
	Tuesday&Thursday:	7:00 p.m.-9:00 p.m.
E. Dean's Office	Monday-Friday:	8:30 a.m.-4:30 p.m.
F. Registrar	Monday-Friday:	8:30 a.m.-4:30 p.m.
G. Student Affairs	Monday-Friday:	8:30 a.m.-4:30 p.m.
H. Health Center	Monday-Friday:	8:00 a.m.-9:00 p.m.
	Saturday:	9:00 a.m.-5:00 p.m.
	Sunday:	9:00 a.m.-11:00 a.m.
Physician's hours:	Sunday-Thursday:	5:30 p.m.-6:30 p.m.
Psychologist's hours:		By appointment only.
Nurse Practitioner:		By appointment only.
Visiting Hours:	Monday-Sunday:	11:00 a.m.-12:00 p.m.
		4:00 p.m.-5:00 p.m.
		7:00 p.m.-9:00 p.m.
Call first after closing hours.		

*During the academic year only.

I. Library	Monday-Thursday:	8:00 a.m.-12 midnight
	Friday:	8:00 a.m.-8:00 p.m.
	Saturday:	9:00 a.m.-10:00 p.m.
	Sunday:	9:00 a.m.-12 midnight

Library is closed for all holidays. Library Hours will be extended before exams.

J. Prothro Commons

Breakfast	Monday-Friday:	7:00 a.m.-9:15 a.m.
	Saturday:	8:30 a.m.-11:00 a.m.
Lunch	Monday-Friday	11:30 a.m.-1:30 p.m.
	Saturday:	11:00 a.m.-1:30 p.m.
Dinner	Sunday-Saturday:	5:00 p.m.-7:00 p.m.
Brunch	Sunday:	9:30 a.m.-1:30 p.m.

K. Post Office**	Monday-Friday:	8:15 a.m.-4:45 p.m.
	Saturday:	8:30 a.m.-12:00 p.m.
L. Wailes Center	Monday-Friday:	11:00 a.m.-11:00 p.m.
	Bistro:	Saturday & Sunday: 3:00 p.m.-10:00 p.m.

Bistro closed during all scheduled college vacations.

Lounge:	Open for all students and their guests until 12:00 a.m.
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The Commons is closed during all scheduled college vacations.

**The Post Office is closed on Sundays and on all legal holidays.

M. Pool Hours:

Sept. 1 - Oct. 25, 1987

MWF 11:30-1:15, 4:00-5:00, 7:00-8:30 p.m.

TTH 12:00-1:00, 7:00-8:30 p.m.

Sat. 1:30-3:30

Sun 1:30-3:00, 7:30-8:30 p.m.

Oct. 26 - March 13, 1988

MWF 11:30-1:15, 7:00-8:30 p.m.

TTH 12:00-1:00, 7:00-8:30 p.m.

Sat. 1:30-3:30

Sun. 1:30-3:00, 7:30-8:30 p.m.

March 14 - May 15, 1988

MWF 11:00-1:15, 4:00-5:00, 7:00-8:30 p.m.

TTH 12:00-1:00, 7:30-8:30 p.m.

Sat. 1:30-3:30

Sun. 1:30-3:00, 7:30-8:30 p.m.

PLEASE NOTE: Please use the rear entrance to the Daisy Williams Gymnasium after 4:30 p.m. on weekdays, and all day on weekends and holidays. Please do not use the front door for an exit.

HONOR SYSTEM

The Honor System, a workable system of mutual trust which has been incorporated into all aspects of life at Sweet Briar, consists of three principles of honor upon which the community operates. These principles are: the validity of one's word, the honesty of one's work, and respect for the property of others. While allowing students a greater degree of individual responsibility, the Student Government Association rules and Honor System serves to establish a cohesive sense of community living. When a student assumes this responsibility, it is believed that she will recognize the rights of others and maintain consideration for these rights. This system operates for the benefit of the whole and the individual only when each individual accepts her responsibility to the whole. **IGNORANCE IS NO EXCUSE.**

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of the individual and community honor:

1. Integrity of one's word.
2. Respect for the property of others.
3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations).

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

After passing the Student Government Association test at the beginning of her first year at Sweet Briar, every student is expected to sign the Honor Pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

EACH TIME A SWEET BRIAR STUDENT SIGNS HER NAME TO ANYTHING, SHE ACKNOWLEDGES HER PROMISE TO UPHOLD THE HONOR PLEDGE.

I. Sweet Briar Honor Pledge

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

In order to avoid external controls as much as possible, we depend upon certain means of self-enforced discipline:

1. The student must report herself for any infraction of the Sweet Briar Honor System. If there is cause to think that specific infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.
2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the pledge, she is honor-bound by her signature, to ask the offender to report herself. If the offender fails to report herself, it is within another student's power to report her to the proper Student Government Association officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.
3. Students are reminded that once a Judicial case has been decided there is to be no further discussion by those directly or indirectly involved.

Any infraction of the Sweet Briar Rules and Regulations which involves lying, cheating, or stealing is considered a breach of honor.

An honor regulation is one which the student has pledged herself to uphold. The student is

honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offenses and as such will be punished with severity.

Students should realize that every student has the same obligations to the community in upholding the Honor System. Personal feelings and/or relationships should have no bearing upon fulfilling this responsibility. In maintaining the spirit of an honorable community and of a just judicial system, students must respect the decisions made by the Judicial Committee, a body elected by the students. Breaking this spirit may serve to alienate the individual or create disturbance or uneasiness among the community.

II. Academic Honesty

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

A. Examinations and tests

1. All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. (As a reminder to all students, each is *required* to sign a printed pledge on every examination that she takes. In addition, on every paper and test, each student is required to write "I PLEDGE" in addition to signing her name.)

2. Only those materials needed for the examination may be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

B. Papers and plagiarism

1. The presentation of the words or ideas of another as one's own work is plagiarism. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the men who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were her own, even if she changes the phrasing their originator used to express them. The student may use another person's work only if credit is given.

a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.

b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.

c. A footnote must be used to show exact source. A quoted passage may range from a single word to a phrase, sentence, paragraph, or series of paragraphs.

d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.

e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([]) brackets.

2. Examples of the dishonest use of material follow:

a. This is a paragraph from *The Rise of American Civilization* by Charles A. and Mary Beard:

"When the first Continental Congress assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would restore harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence."

The following is not an exact copy of the original, but it contains some phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest:

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They *had been sent to speak for the discontented groups in the colonies*. Some of the delegates, like Gladson of South Carolina, *called for decisive action*. Others, like Dickinson of Pennsylvania, *were more cautious, believing that a respectful appeal to the king would lead to a solution of their problems*. Washington *apparently awaited the decree of Providence*.

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas, and their arrangement, has been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest:

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies. There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful waiting for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place, all or part of the paragraph may be used as an indirect quotation. In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging this indebtedness. Paragraph 3 might be used for instance, after some such introduction as this: "According to Charles A. and Mary R. Beard in the *Rise of American Civilization*, many of the wisest men in the colonies were...etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

b. The following is quoted in its entirety from *Writing Research Papers; A Complete Guide* by James Lester:¹

Original Material◆◆◆

Wuthering Heights is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

Student Version A◆◆◆

The most remarkable novel in English is Wuthering Heights. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling.

This piece of writing is plagiarism in its most deplorable form. The student has simply reversed the order of each sentence, retaining the essential phrasing. He provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

Student Version B◆◆◆

Wuthering Heights is a great English novel. It is perfect in the rarest way: it provides an individual apprehension of man's nature. The artistic expression is flawless, although the content is strange and baffling.¹

¹Walter Allen, *The English Novel*(New York, 1954), p.223.

¹James Lester, *Writing Research Papers; A Complete Guide* (Glenview, Illinois, 1967), p.48-49.

This student's version is also plagiarism, even though she carefully documents the citation. She has obviously copied almost directly from her source, changing only a few words and phrases. Her method is neither summary nor paraphrase. This error may be avoided by direct quotation or, preferably, by scholarly paraphrase that may include some direct quotation of any striking significant or well-worded ideas.

Student Version C ◆◆◆

Walter Allen insists that the "artistic expression" of *Wuthering Heights* is flawless.¹ Allen admits that the content is strange and even baffling, but he argues that the novel is perfect because it accurately presents "an intensely individual apprehension of the nature of man and life."²

¹Walter Allen, *The English Novel* (New York, 1954), p.223.

²Ibid.

This version represents a satisfactory handling of the source material. The authority being cited is identified and acknowledged at the outset, the substance of his comment is well expressed in the student's own language, and a key idea in the original, one strikingly worded, is directly quoted, so as to give full credit where the credit is due. The student has been wholly honest to her source, and she has made effective use of the authority for her own purposes.

3. The Judicial Committee suggests that any student who remains unclear about the proper procedure for borrowing and accrediting material should seek the advice of a professor or a member of the Judicial Committee.

C. Individual departments will distribute additional written information about potential honor violations.

D. Signature on Library Materials, see page

E. Responsibility of faculty members and administrators, see page

STUDENT GOVERNMENT ASSOCIATION

The Student Petition (October 17, 1906)

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned before the President and the Faculty for legislative and executive control in non-academic matters.

The faculty, on October 20, 1906, endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes.

The Student Government Association, on March 29, 1985, proposed that faculty approval of Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion.

Constitution of the Student Government Association of Sweet Briar College

Introduction

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.

2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.

3. The Student Government Association, through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).

b. Residential hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).

4. As the chief executive of the College, the President has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal may be made.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby adopt the following Constitution and By-Laws.

Article I - Name

The name of the organization shall be the Student Government Association of Sweet Briar College.

Article II - Purpose

The purpose of this organization shall be to:

1. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to its students such education in sound learning and such physical, moral and religious training as shall in the judgment of the directors best fit them to be useful members of society."

2. Promote the highest standards of honor and integrity in all phases of college life.

3. Coordinate and promote student activity within the community.

4. Provide a forum for the expression and discussion of student opinions and sentiment.

5. Complement the educational aspects of student life.

6. Advance the spirit of loyalty to the College and its undertakings.

Article III - Membership

A. All students at Sweet Briar College shall be members of the Association.

B. The rights of the members of the Student Government Association include:

1. The presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-laws. Such petitions, appeals, and proposals must be considered by the Executive Board.

2. Representation in deliberations of College Council through the Association's elected student members.

Article IV - Legislative Powers

SECTION A

The legislative powers of the Association shall be exercised by the Association as a whole.

SECTION B

These powers shall be to:

1. Ratify the rules, regulations, and policies concerning extracurricular activities and residential hall activities, except as otherwise provided.

2. Approve amendments to the Constitution and By-Laws of the Association.

3. Propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.

SECTION C

The Association reserves the right to change rules and regulations within its authority at any time during the academic year.

Article V - Executive Powers

SECTION A

The executive powers of the Association shall be exercised by the Executive Board.

SECTION B

1. The membership of the Executive Board shall consist of the following officers of the Association:
 - a. The President, Vice-President, Secretary, and Treasurer of the Student Government Association, who shall also be the officers of the Executive Board.
 - b. The Chairwoman of the Judicial Committee.
 - c. The Chairwoman of the Social Violations Hearing Board.
 - d. The four class Vice-Presidents.
 - e. The Chairwoman of the Social Activities Committee.
 - f. The Chairwoman of the Academic Affairs Committee.
 - g. The Day Student Representative.
 - h. The four class Presidents, nonvoting.
 - i. The Editor of the Sweet Briar News, nonvoting.
 - j. The Chairwoman of the House Presidents Council, nonvoting.
 - k. Varsity Sports Council President, nonvoting.
 - l. Chairwoman of Committees, nonvoting.
 - m. Chairwoman of Orientation, nonvoting.
2. The powers of the Executive Board shall be to:
 - a. Administer the Association's Constitution and By-Laws.
 - b. Explain to the students the meaning of the Association's Constitution and By-Laws.
 - c. Consider all petitions, appeals, and proposals for amendments to the Association's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
 - d. Consider any petition or written complaint for the removal of an officer of the Association or any other activity receiving funds from the Association and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate. When an officer is thus removed, the Executive Board shall make provision for replacement.
 - e. Consider all petitions, appeals, and proposals for changes to the rules and regulations as stated in the *Students' Handbook*, and refer each to the proper authority with a recommendation.
 - f. Review the Association budget and recommend the same to the student body.
 - g. Conduct all Association elections.
 - h. Keep under constant review the Association rules and regulations and advise the President of the Association of desirable changes in connection with her annual written report.
 - i. Supervise the publication of the *Students' Handbook*.

Article VI - College Council

SECTION A

The College Council shall serve as the principal agent of communication between students, faculty, and administration.

SECTION B

College Council shall discuss and make recommendations to the proper body on any major policy question or matter affecting the college community which is brought to its attention by any of its members. All proposals and suggestions if approved by the Executive Board shall also be studied by the Council before they are referred with approval and/or recommendations to the Student Government Association and the faculty. In this capacity, it shall review all constitutional amendments prior to their submission to faculty and students, and it must approve all amendments to the By-Laws of the Student Government Association.

SECTION C

1. The membership of the College Council shall consist of the following or their appointed deputies:
 - a. The President of the Student Government Association.
 - b. The Chairwoman of the Judicial Association.
 - c. The Chairwoman of House President Council.
 - d. The Chairwoman of the Social Activities Committee, nonvoting.
 - e. The Chairwoman of the Academic Affairs Committee, nonvoting.
 - f. The Chairwoman of the Social Violations Hearing Board, nonvoting.
 - g. The four class Presidents
 - h. The President of the College, nonvoting.
 - i. The Dean of the College.
 - j. The Dean of Student Affairs.
 - k. Four members of the Faculty, elected annually by the Faculty who shall make periodic reports to the faculty on the deliberations of the Council.

Article VII - Judicial Powers

SECTION A

The judicial powers of the Association shall be exercised by the Judicial Committee and by the Social Violations Hearing Board in those matters within their respective jurisdictions.

SECTION B

The Judicial Committee shall consist of:

1. A student chairwoman, to be the Chairwoman of the Judicial Committee of the Student Government Association.
2. One representative from the freshman class, to be elected six weeks after the beginning of the fall term.
3. Two representatives each from the sophomore and junior classes.
4. One representative from the senior class.
5. The Dean of the College or deputy.
6. The Dean of Student Affairs or deputy.
7. Two faculty members (elected by the faculty biannually on a staggered basis) or in the case of an unavoidable absence a substitute appointed by the President.

SECTION C

The officers of the Judicial Committee shall consist of:

1. The Chairwoman.
2. The Vice-Chairwoman, a student, to be elected by the student members of the Committee.
3. The Secretary, a student, to be elected by the student members of the Committee.

SECTION D

The judicial powers of the Judicial Committee shall be to:

1. Have original jurisdiction in any case involving lying, cheating, or stealing.
2. Have original jurisdiction in any case in which suspension, dismissal, or expulsion might be a penalty (other than SVHB).
3. Recommend the penalties of suspension, dismissal, or expulsion from the College to the President of the College, or use their discretion to impose various penalties. These include but are not limited to: an official warning, honor probation, and suspension of pledge.
 - a. Official warning is a reprimand without further sanction.
 - b. Honor probation means that if any other honor violation occurs within the probation period, the individual will automatically be subject to suspension from the college.
 - c. Suspension of pledge entails losing the validity of one's signature temporarily in the Sweet Briar community so that the only signature considered valid is on one's personal check (i.e., proctored tests and exams, and loss of charge privileges at the Book Shop and Bistro.) Books may be checked out of the library.
 - d. Suspension is temporary removal from the community for a definite period of time with the option to return guaranteed.
 - e. Dismissal is removal from the community with the possibility of returning provided that the student can give concrete evidence of improved attitude and/or demonstrate a positive use of her time while she was away.

- f. Expulsion is permanent removal from the community with no option to return.
4. Hear cases referred to it by the Social Violations Hearing Board (i.e. lying).

SECTION E

A student tried before the Judicial Committee or the Social Violations Hearing Board shall be presumed innocent unless proved otherwise, and shall be guaranteed the right to:

1. Be informed in writing at least 48 hours in advance by the Chairwoman of the nature and source of the charge against her.
2. Have a fair and speedy hearing within ten academic days.
3. Be confronted with her accuser and question witnesses whenever feasible. It is standard procedure to have both parties appear and testify in front of each other. However, the accused has the right to testify without the accuser in attendance.
4. Speak in her own defense.
5. Present evidence and witnesses who can testify as to the facts of the case.
6. Have an advisor from within the Sweet Briar community, exclusive of the members of the Committee, who may be present at all sessions when evidence is being presented and shall have the right to speak in defense of the accused.
7. Receive a taped transcript of the hearing.
8. Be guaranteed the right to appeal a guilty verdict on the grounds of new evidence or faulty procedure as determined after a review by the President and the Dean of the College after a review of the proceedings.

SECTION F - Appeals Procedure

The accused must address her appeal in writing to the President of the College (from the Judicial Committee) or to the Dean of Student Affairs (from the Social Violations Hearing Board) within 48 hours of receiving notification of her penalty.

SECTION G

The membership of the Judicial Committee of Appeals shall consist of:

1. Three faculty members preferably from among those who have previously served on the Judicial Committee appointed for each case by the President, exclusive of those currently serving on the Judicial Committee.
2. Three students preferably from among those who have previously served on the Judicial Committee appointed for each case by the Chairwoman of the Judicial Committee, exclusive of those currently serving on the Judicial Committee.
3. The Chairwoman of the Judicial Committee, nonvoting.
4. The Dean of the College, nonvoting.
5. The Chairperson shall be appointed by the President of the College from among the nonvoting members.

SECTION H

The Judicial Committee of Appeals, after hearing a case, may uphold or overturn the findings of the Judicial Committee. It may sustain, increase or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension, dismissal or expulsion from college.

Article VIII - House Presidents Council

SECTION A

Each residential unit shall be governed by a House President, who shall serve on the House Presidents Council.

SECTION B

The membership of the House Presidents Council should consist of the House Presidents, who are to be selected in the spring by a committee. During the year, any replacement of a House President shall be determined by the list of alternates created at the end of the spring selection process.

SECTION C

The powers of each House President are to:

1. Organize house functions and meetings with the assistance of an Assistant House President who will be elected by the members of each dormitory at the first dorm meeting in September.
2. Interpret and enforce house activities.
3. Impose fines.
4. Refer cases to the Social Violations Hearing Board.
5. Recommend legislation to the Executive Board.
6. Issue official written warnings for dorm rule infractions.

Article IX - Social Violations Hearing Board

SECTION A

The Social Violations Hearing Board shall hear all cases involving social violations.

SECTION B

The Social Violations Hearing Board shall consist of:

1. A student chairman, a senior, to the Chairwoman of the Social Violations Hearing Board of the Student Government Association.
2. One representative from the Freshman class, to be elected six weeks after the beginning of the Fall term.
3. Two representatives each from the Sophomore and Junior classes.
4. One representative from the Senior class.
5. The Chairwoman of the House Presidents Council, nonvoting.
6. Dean of Student Affairs or designated replacement.
7. Dean of the College or designated replacement.

SECTION C

The duties of the Social Violations Hearing Board shall be to:

1. Hear and adjudicate any social offenses occurring in the dormitory or elsewhere in the Sweet Briar community.
2. Recommend legislation to the Executive Board.
3. Refer cases involving lying to the Judicial Committee.

SECTION D - *Appeals from the SVHB to the Appeal Board*

The accused must address her appeal in writing to the Dean of Student Affairs within 48 academic hours of receiving notification of her penalty.

SECTION E

1. Any member of the Social Violations Hearing Board who was involved in the case must remove herself from the proceedings of the Appeal Board and may represent herself or the Residence Hall in the Appeal.
2. The student must show the new evidence she has, or explain the nature of the faulty hearing.
3. Procedures during the hearing shall be the same as those of an original case.
4. The new verdict or penalty shall be recorded in the Dean of Student Affairs Office.

SECTION F

The membership of the Social Violations Appeal Board shall consist of:

1. Three students preferably from among those who have previously served on the Social Violations Hearing Board, appointed for each case by the Chairwoman of the SVHB.
2. Three students preferably from among those who are currently serving as House Presidents, exclusive of the Chairwoman of House Presidents Council, and appointed for each case by the Chairwoman of the SVHB.
3. President of the Student Government Association.
4. Chairwoman of the Judicial Committee, non-voting.
5. Chairwoman of the Social Violations Hearing Board, non-voting.
6. Dean of Student Affairs, non-voting.
7. Dean of the College, non-voting.
8. The Chairwoman of the Appeals Board shall be appointed by the President of the College from among the non-voting members, with the exception of the Chairwoman of the Judicial Committee.

SECTION G

The Social Violations Appeal Board, after hearing a case, may uphold, sustain, increase or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension or expulsion from college.

Article X - Amendments

SECTION A

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a special committee appointed by the President of the Student Government Association.

SECTION B

1. All proposals if approved by the Executive Board shall be studied and approved by the College Council and then shall be referred, with recommendations and/or proposed amendments, to the Student Government Association.

2. Amendments must be published in the *Sweet Briar News* or otherwise publicly circulated at least two weeks prior to a final vote by the Association. Editorial changes may be made by either body subject to approval by the Executive Board or Executive Committee. Substantive changes must be referred back to the Executive Board for resubmission to the College Council and Student Government Association.

3. Final adoption of an amendment requires two-thirds vote of the members of the Association (where a required quorum is one-third of its membership).

By-Laws of the Student Government Association of Sweet Briar College

SECTION I - Meetings of the Association

A. The Association shall hold meetings in both the fall and spring semesters (usually immediately before Step Singing) and at other times deemed necessary.

B. Students are expected to attend Student Government Association meetings at which a quorum shall consist of one-third of the members of the Association.

SECTION II - Executive Branch

A. Executive Officers

1. The duties of the President shall be to:

a. Call and preside over the meetings of the Association, the Executive Board, and the College Council.

- b. Represent the students either personally or through her representative when the need arises.
- c. Appoint special committees when necessary.
- d. Make an annual report to the Association at the April meeting.
- e. Make a written report to the President of the College at the end of her term of office.
- f. Consult regularly with the Dean of Student Affairs, Academic Dean, President, and Vice-President and Treasurer of the college.

2. The duties of the Vice-President shall be to:

- a. Perform the duties of the President in her absence.
- b. Serve as chairwoman of the Inter-Club Committee.
- c. Supervise Student Government Association elections and other elections.
- d. Supervise all extracurricular activities of the Student Government Association.
- e. Consult regularly with the Dean of Student Affairs.

3. The Duties of the Secretary shall be to:

- a. Record and post the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Student Affairs.
- b. Send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association.

- c. Attend to all the correspondence of the Association.
- d. Serve as the chairwoman of the Publicity Committee.

4. The duties of the Treasurer shall be to:

- a. Serve as the finance advisor to the Inter-Club Committee.
- b. Collect the Student Activities fee which must be paid by October 15. A fine of \$5.00 will be imposed for each month that it is overdue.

c. Administer the Student Activities fund in accordance with the budget adopted by the Association.

d. Prepare the initial budget of the Association in the Spring, and prepare the revised budget for approval at its October meeting, with the approval of the Executive Board, Treasurer and Assistant Treasurer of the College.

e. Keep a record of all monies of the Association and expend the same according to the direction of the Executive Board of the Association.

f. Make interim reports of the finances at the request of the President of the Association or of the Executive Board.

g. Render to the Association at the close of the fiscal year a complete report of the year's work.

h. Prepare the accounts of the Association for audits supervised by the Assistant Treasurer of the College.

- i. Serve as chairwoman of the Financial Committee.

B. Meetings of the Executive Board:

The Executive Board shall meet once every week and when called by the President. These meetings shall be open.

C. Standing Committees

1. Inter-Club Committees

a. The Inter-Club Committee shall consist of: the heads of all clubs and organizations as defined in (d) below, the Vice-President of the Student Government Association who shall serve as Chairwoman of the Committee, and the Treasurer of the Student Government Association who shall serve as the Inter-Club financial advisor.

- b. The powers and duties of the chairwoman shall be to:

- i. Act as a coordinating body for club activities.

- ii. Report to the Executive Board and the Dean of Student Affairs the approval or disapproval of any proposed club, organization, or publication or any change in name or function of these.

iii. Keep on file the constitution and membership of each club, organization and publication.

iv. Recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.

v. Foster the establishment of clubs, committee organizations, publications, and interest groups needed to enrich student life on the campus.

vi. Approve or disapprove the allotment of funds, including Chautauquas, to any club or organization.

c. The Chairwoman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.

d. Clubs and organizations shall be defined as follows:

i. Both clubs and organizations consist of groups of individuals concerned with working together to better the community and to further their stated purposes.

ii. All clubs and organizations are eligible for student activities fund to sponsor their events. Tapped clubs, however, do not receive an allotment except for campuswide Chautauquas and spring theatre production.

iii. Membership to clubs and organizations is open all students with the exception of tapped clubs. Tapped clubs consist of limited membership groups of individuals, chosen by current members for the purpose of furthering the stated aims of the groups.

e. Club and Organization Formation and Dissolution

i. Any persons wishing to form a new club or organization must:

a. Notify the Vice-President of the Student Government Association to check for any similar group—past or present.

b. Draft a constitution or statement of purpose, membership, officers, and by-laws.

c. Bring the constitution before Executive Board; if passed there, then take it to Student Government Association where it must be passed by a quorum.

ii. Any group wishing to dissolve a present club must:

a. Notify the Vice-President of the Student Government Association who will take the proposal to the Executive Board.

b. If passed by the Executive Board the proposal will be taken to the Association.

2. Social Committee:

a. The Social Committee shall consist of: a Chairwoman and eight students from each class. Eight of these representatives will be elected by their respective classes in meetings (freshmen to be elected after six weeks of the fall term). The Chairwoman will be elected during group elections.

b. Its power and duty shall be to sponsor student entertainment for the Sweet Briar community.

3. Academic Affairs Committee:

a. The Academic Affairs Committee shall consist of the Chairwoman of the Committee elected by the Association and two student representatives elected by the sophomore class, two representatives elected by the freshman class and one representative from each major, elected in the spring major meeting each year by the Junior and Senior majors.

b. The purpose of the Academic Affairs Committee shall be to elicit suggestions and make recommendations for improvement on the academic program.

c. The duties of the committee will include electing two members (in addition to the Chairwoman) to serve for the academic year on the Committee on Instruction.

D. Subcommittees

1. Orientation Committee

a. The Orientation committee shall consist of the Chairwoman elected by the association, and sophomores and juniors selected by the Chairwoman.

b. Its powers and duties shall be those necessary to introduce new students to life at Sweet Briar.

2. Publicity Committee

a. The committee is headed by the Secretary of the Student Government Association, and consists of the secretaries of each class.

b. Its power and duties shall be those necessary to publicize what the Student Government Association is doing. It shall also serve as the sponsor of publicity for campus activities designed to promote community spirit.

3. Student Handbook Committee

a. The Student Handbook Committee shall consist of the Editor appointed by the Executive Board after consultation with the student currently holding the position.

b. Its power and duties shall be those necessary to carry out the publication of the Students' Handbook.

4. Financial Committee

a. The Committee is headed by the Treasurer of the Student Government Association and consists of the treasurer of each class.

b. Its power and duties shall be to advise and assist the Treasurer of the Association and the Executive Board on financial policies, budgets and other related matters.

SECTION III - College Council

A. Meetings of the College Council must be called by the Chairwoman:

1. Once each month.

2. At the request of a majority of the Council members.

B. A quorum of the Council shall be nine regular voting members

C. Procedure:

1. Officers

a. The President of the Student Government Association shall preside as Chairwoman of the Council, without vote except in case of a tie.

b. At the first meeting of the new Council, the Council shall choose its secretary (usually the Senior Class president) from its members. She must serve for the entire year academic

2. Each council shall adopt its own procedural methods with the following exceptions:

a. Voting on any topic presented during the meeting must be deferred until the next meeting upon request of any three council members.

b. The Secretary shall prepare the agenda and distribute a copy to each Council member 2 weeks prior to the meeting.

c. All meetings shall be open unless otherwise specified by a two-third vote of the Council.

d. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote of record.

SECTION IV - Judicial Committee

A. Meetings of the Judicial Committee shall be called by the Chairwoman if, after consultation with the Dean of Student Affairs and the Dean of the College, she deems it advisable. Should these three individuals as well as the accused and accuser(s) agree that the matter could be resolved informally, a formal hearing shall be unnecessary.

B. A quorum of the Judicial Committee shall be at least 7 members, including at least 4 students and 3 nonstudents. If necessary, a substitute student member who has previously served on the Judicial Committee may be designated by the Chairwoman.

C. The Judicial Committee Officers:

1. The duties of the Chairwoman of the Judicial Committee shall be to:

a. Conduct meetings of the Judicial Committee.

b. Serve on the Social Violations Hearing Board in an advisory capacity.

c. Serve as a voting member of the Executive Board.

d. Conduct investigations of all charges within the jurisdiction of the Committee brought against any student or students.

e. In case of a disciplinary meeting, present the facts, including evidence and witnesses, as revealed by the investigation.

f. Advise any student involved in a disciplinary hearing of her rights as defined in Article VII, Section F of the Constitution.

g. Within the limits of confidentiality, explain to interested persons any decisions of the Judicial Committee.

2. The duty of the Vice-Chairwoman of the Judicial Committee shall be to perform the duties of the Chairwoman in her absence and to handle loss reports.

3. The duties of the Secretary shall be to:

a. Record on tape and keep a permanent written summary of all proceedings of the Judicial Committee and file copies of the same with the Dean and the Dean of Student Affairs. Taped records will be destroyed after the appeal period has ended.

b. Prepare a report of all cases brought before the Committee, and, at the Committee's discretion, post the cases on the Judicial Committee board.

D. The duties of the student members of the Judicial Committee shall be to interpret the Honor System and facilitate its workings in every way possible.

E. Each year the Judicial Committee shall adopt its own procedural methods and choose its own officers from among its members with the following exceptions:

1. The Chairwoman shall be the Judicial Chairwoman of the Student Government Association and, in her capacity as Chairwoman of the Judicial Committee, she shall serve without vote except in case of a tie.

2. The Vice-Chairwoman and the Secretary shall be students.

3. All judicial matters shall be decided by secret ballot.

4. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

SECTION V - *Social Violations Hearing Board*

A. Meetings of the Social Violations Hearing Board shall be called by the Chairwoman, it after consultation with the accuser(s) and accused she deems it advisable.

B. A quorum of the Social Violations Hearing Board shall be at least 5 students and one nonstudent. If necessary, a substitute student member who has previously served on the Social Violations Hearing Board may be designated by the Chairwoman.

C. The Social Violations Hearing Board members:

1. The duties of the Chairwoman of the SVHB shall be to:

a. Conduct meetings of the SVHB.

b. Serve as a voting member of the Executive Committee.

c. Serve as a non-voting member of College Council.

d. Conduct investigations of all charges within the jurisdiction of the Board brought against any student or students.

e. In the case of an actual trial, present the facts, including evidence and witnesses, as revealed by the investigation.

f. Advise any student involved in a social hearing of her rights as defined in Article VII, Section E of the Constitution.

g. Within the limits of confidentiality, explain to interested persons any decisions of the Social Violations Hearing Board.

2. The duties of the student members of the Social Violations Hearing Board shall be to judge the nature of the violation, establish a penalty, and facilitate the Board's workings in every way possible.

D. Each year the Social Violations Hearing Board shall adopt its own procedural methods in accordance with Due Process (page 27) and choose its own officers as it sees fit from among its members with the following exceptions:

1. the Chairwoman shall be the Social Violations Hearing Board Chairwoman of the Student Government Association and, in her capacity as Chairwoman of the Social Violations Hearing Board, she shall serve without vote except in case of a tie.

2. A secretary, if chosen, must be from among the student representatives. Her duties shall be to:

a. Record on tape and keep a permanent written summary of all proceedings of the Hearing Board and file copies of the same. Taped record will be destroyed after the appeal period has ended.

b. Prepare a report of all cases brought before the Hearing Board, and, at the hearing Board's discretion, post the cases of the Social Violations Hearing Board.

3. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

SECTION VI - *Elections*

A. Eligibility for Spring Elections

1. Class distribution of offices. The entire student body shall elect:
 - a. From the rising senior class: the President and Vice-President of the Student Government Association, the Chairwoman of the Judicial Committee, the Chairwoman of the Social Violations Hearing Board, the Chairwoman of the House Presidents Council, the Chairwoman of the Social Committee and the Chairwoman of the Academic Affairs Committee.
 - b. From the rising junior class, the Secretary and Treasurer of the Association, and from the rising Sophomore, Junior or Senior Class, the Chairwoman of the Orientation Committee.
2. Each class shall elect its Judicial Committee representatives as follows:
 - a. From the rising senior class, one.
 - b. From the rising junior class, two.
 - c. From the rising sophomore class, two.
3. Additional elections shall be:
 - a. Major representatives shall be elected for the Academic Affairs Committee from the rising junior or senior classes.
 - b. Chairwomen of Social Committee Subcommittees from each class.

B. Guidelines for Nominations

1. To be a candidate for an elected office, a student must sign her name on a ballot at a time and place designated by the Vice-President of the Student Government Association. Those students who are away in their junior year may either nominate themselves or be nominated by resident students. Resident students may also nominate other on-campus students with their permission of the student and/or students involved.
2. All nominations will be sent to the Dean of Student Affairs. If the Dean should question the student's eligibility for extracurricular activities, he/she will consult with the Vice-President of the Student Government Association concerning the matter.
3. Candidates of the different group elections will be asked to participate in an open panel discussion once the candidates' statements have been approved and posted.
4. Student Government elections shall be conducted by the Executive Committee at the time it deems best. The Vice-President of the Student Government Association sets up the election schedule with the Executive Committee. Elections should be held before the first of April.
5. All clubs and organizations shall have their officers elected by the time the Student Government Association finishes its general elections. A list of these officers is to be turned in to the Vice-President of the Association.
6. Newly-elected officers shall assume their duties in the beginning of April with the understanding that old officers complete already-begun projects and represent the students at the Spring Board of Overseers Meeting, though both groups of officers will be present.
7. If a vacancy occurs in any office, an open election will be held to fill the office. If an officer wins the election, another election will be held to fill her office. If a student government officer runs for a vacated office and loses, she will then return to her original position.
8. The Chairwoman of the Judicial Committee and the Chairwoman of the Social Violations Hearing Board must have previously served as a member of the Judicial Committee or the Social Violations Hearing Board.

C. Guidelines for Elections

1. For each election, there shall be at least one "no vote" on the ballot. Any student running unopposed will have her name placed on the ballot along with a "no vote". If there is a majority of "no votes" another election will be called by the Vice-President of the Student Government Association after consultation with the Executive Board. For elections involving more than one position to be filled, the number of "no votes" will equal the number of positions to be filled.
2. The winner of an election in which there are three or more candidates running must have at least a

ten-percent plurality of votes. In the event of a run-off election, a candidate may win by a plurality of five-percent. A simple majority suffices in a two-way race.

3. Ballots which are cast as "no preference" votes are counted toward the majority vote, whereas a ballot which contains blank or uncompleted sections forfeits its right to be counted in any office.

4. The counting of ballots shall be done by a subcommittee of the Executive Board, chaired by the Vice-President of the Student Government Association and consisting of the class presidents.

a. The counting of ballots shall be done by an appointed subcommittee of the Executive Committee, chaired by the Vice-President of the Student Government Association.

b. Executive Committee members and representatives of organizations on the Committee are expected to do poll duty during elections except when such an officer is a candidate for office.

5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Vice-President of the Student Government Association prior to the election.

6. In the event that two run-off elections have been held for an office, the Vice-President of the Association may make a motion to the Executive Committee that the third run-off be won by the highest majority vote.

7. A candidate is allowed by the Vice-President of the Association to have access to the numerical result of her own election. She may only know the number of votes cast for her candidacy, and she may not disclose this information to others.

SECTION VII - *Amendments to By-Laws*

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Government Association.

SECTION VIII - *Robert's Rules of Order*

Unless otherwise specified, all procedural methods adopted by the Student Government Association will be in accordance with Robert's Rules of Order.

BY-LAWS OF SOCIAL VIOLATIONS HEARING BOARD

A. Violations to be heard:

1. Man in residence after visitation hours.
2. Illegal parties in the dormitories.
3. Damage to college property.
4. Excessive noise.
5. Pets in residence halls.
6. Any activity which infringes on the rights of others in residence halls or elsewhere in the Sweet Briar Community. (i.e. physical assault, verbal abuse, personal threat, damage to personal property, failure to pay student activities fee while participating in student government sponsored events, etc.)
7. Possession and/or use of controlled substance. (i.e. illegal drugs, kegs in residence halls, underage drinking, etc.)

B. Penalties Available to the Hearing Board:

1. Warning or any other penalty deemed necessary.
2. Removal of visitation privileges.
3. Fines.
4. Removal of offensive property or making equipment inoperable.
5. Socia probation, as defined in each case.
6. Compensatory work.
7. Recommendation to the Dean of Student Affairs to remove student from residence halls.
8. Recommendation to President for suspension, dismissal or expulsion.

STUDENTS' RIGHTS

Joint Statement On Rights and Freedoms of Students

A Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges and a number of other associations concerned in higher education, has been adopted by the Board of Directors of Sweet Briar College subject to certain provisions and stipulations relevant to the educational

purposes and administrative system of Sweet Briar College. Copies are available in the Office of the President, the Office of the Dean, and the Office of Student Affairs.

DUE PROCESS

Written Bill of Charges

Refer to Student Government Association Constitution (Articles VII, VIII, and IX).

- I. Introduct to Letter of Notice:
 - a. State who is hearing case.
 - b. Place, time, date of hearing.
 - c. Waiting Room, if provided.
- II. Charges:
 - a. State clearly what is being charged.
 - c. Who is being charged (person, group, Security, Dean's Office).

III. Witnesses:

- a. List names of anyone appearing at the hearing as witness against student.
- b. Request names of those the student may wish to have appear as witness in her favor.
- c. Place time limit on response for witnesses and who they may respond to (Judicial Chairwoman or Chairwoman of SVHB).

IV. Procedure:

Instruct student how to respond to charge: (in the following way)

- a. Submit response to the charges (i.e. guilty as charged, not guilty as charged).
- b. Present a written statement of the facts you wish to be known to the Board (optional).
- c. Be prepared to make an oral statement to the Board and respond to questions.
- d. Tell student who she is to address her response to, and say she is not required to testify against herself. Advise her she may speak to anyone in the Dean of Student Affairs Office to assist her in understanding her rights and the procedures of the Board.
- e. State what the Range of Penalties might be for violation.

V. Hearing Board Activities:

1. Complaint filed with Judicial Chairwoman, Chairwoman of SVHB, or House President.
2. Complaint validated by witnesses or evidence through a brief investigation.

3. Written Statement of Charges issued to student(s).

4. File developed to contain written evidence, charge notification and Response to Charge.

5. Hearing Board convenes within ten academic days from notification of Chairwoman of incident.

a. Determine whether hearing open or closed.

b. Read file material (optional).

c. Introduce all students involved in case and the members of the Board.

d. Read the charges aloud and ask how the student pleads: guilty or not guilty.

e. Present evidence and ask witnesses to make statements supporting charges.

f. Advise the student she has the opportunity to make a statement at this time.

g. Student makes statement.

h. Student's witnesses may make a statement.

i. Questions may be asked by the Board to clarify statements made.

j. Questions may be asked by anyone involved in the case.

k. All guests asked to leave room while Board deliberates the verdict; written ballot for decision preferred, but optional.

l. Board reconvenes so all interested may hear verdict and penalty, if any.

m. Explain how the penalty is to be carried out and monitored.

n. Board dismissed-next case.

o. Written decision of Board filed with Dean of Student Affairs Office.

p. In unusual circumstances, the Board may postpone a decision pending further information.

q. Failure of the accused to appear will result, at the discretion of the committee, in the case being heard in the accused's absence.

Student Government Association Rules

All regulations, in this and other sections of the *Handbook*, are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS.

Regulations Governing Extracurricular Activities

1. Financial Management:

a. To cover annual dues of the various student organizations of the College, and to support other student enterprises, a Student Activities Fund has been created. **By vote of the student body through their various constituencies, this fee of \$80 is to be paid by every student in the College. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall.**

Failure to pay this fee by Fall Step Singing will result in having Student Government privileges taken away. (i.e. publications, social events, elections, and other events supported by the Student Government Association.)

b. All organizations handling money shall maintain organization accounts in one of the local banks.

c. The accounts of the Student Activities Fund shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of the College. All organizations receiving money from the Student Activities Fund shall file with the Treasurer of the Student Government Association an annual report of their financial transactions at the end of the fiscal year, April 30.

2. Eligibility:

a. Students on Academic Probation or on the Warning List are not eligible for extracurricular office.

b. **(1)** Students must have paid their Student Activities Fee to be eligible to run in a Student Government Election.

c. The following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association.....	2.30
Vice-President of Student Government Association.....	2.30
Secretary of Student Government Association.....	2.30
Treasurer of Student Government Association.....	2.30
Chairwoman of Judicial Committee.....	2.30
Judicial Committee Representatives.....	2.20
Chairwoman of Social Violations Hearing Board.....	2.30
Social Violations Hearing Board Representatives.....	2.20
Chairwoman of House Presidents Council.....	2.30
House Presidents.....	2.20
Chairwoman of Academic Affairs.....	2.30
Academic Affairs Representatives.....	2.30
Chairwoman of Social Committee.....	2.30
Chairwoman of Orientation Committee.....	2.20
President of Recreational Association.....	2.30
Class Presidents.....	2.20
Vice President of Classes.....	2.20
Secretary of Classes.....	2.20
Treasurer of Classes.....	2.20
Editor of <i>Sweet Briar News</i>	2.30
Editor of <i>The Briar Patch</i>	2.30
Editor of <i>The Brambler</i>	2.30
Orientation Group Leaders.....	2.00

For all other offices, the required cumulative credit ratio is 2.20

Executive Board Members

President.....	Ellyn Palermo
Vice President.....	Staci Sickels
Secretary.....	Brooke Haw
Treasurer.....	Kate Richardson
Chairwoman, Judicial Committee.....	Katrina Evans
Chairwoman, Academic Affairs Committee....	Scarlett Roitman
Chairwoman, Social Violations Hearing Board....	Kate Cole
Vice-President, Senior Class.....	Whitney Bolt
Vice-President, Junior Class.....	Latane Spencer
Vice-President, Sophomore Class.....	Joie Roderick
Vice-President, Freshman Class.....	to be elected

Ex-officio, non-voting members:

President, Senior Class.....	Stephenie Wilt
President, Junior Class.....	Lisa Claypool
President, Sophomore Class.....	Irfan Kiratli
President, Freshman Class.....	to be elected
Chairwoman, House Presidents Council.....	Jennifer Bach
Chairwoman, Orientation Committee.....	Julie Martin
News Editor.....	Paige Shiller
President Varsity Sports Council.....	Courtney Kneee
Chairwoman of Committees.....	Tracy Tigerman

Student Government Officers



ELLYN PALERMO
President



STACI SICKELS
Vice-President



BROOKE HAW
Secretary



KATE RICHARDSON
Treasurer



KATRINA EVANS
Chairwoman,
Judicial Committee



KATE COLE
Chairwoman, Social
Violations Hearing Board

Judicial Committee Members

Chairwoman.....	Katrina Evans
Senior Representative.....	Kelly Meredith
Junior Representatives.....	Wesley Powell
.....	Ellis Mattingly
Sophomore Representatives.....	Allison Lea
.....	Amy Kroeger
Freshman Representatives.....	to be elected



SCARLETT ROITMAN
Chairwoman,
Academic Affairs
Committee



JENNIFER BACH
Chairwoman,
House Presidents
Council



CHRISSY TELLALIAN
Chairwoman,
Social Committee



JULIE MARTIN
Chairwoman,
Orientation

Social Violations Hearing Board

Chairwoman.....	Kate Cole
Senior Representative.....	Anne Powell
Junior Representatives.....	Kelly Staughn
.....	Laura Magnum
Sophomore Representatives.....	Maria Burke
.....	Beth Jinks
Freshman Representatives.....	to be elected

House Presidents Council

Chairwoman.....	Jennifer Bach
Boxwood.....	Wesley Powell
Carson.....	Paige Schiller
Dew.....	Christina Savage
Grammer.....	Tracy Tigerman
Gray.....	Audrey Mullen
Language House.....	to be elected
Manson.....	Jennifer Bach
Meta Glass.....	Laine Lykes
.....	Cheryl-Lynn Horowitz
Reid.....	Heather Shettle

Resident Advisors

Student Coordinator.....	Rapti de Silva
Boxwood.....	Susanna Broaddus
Carson.....	Trish Winkler
Dew.....	Monica Mahoney
.....	Lisa Koob
Grammer.....	Stacey Meadows
.....	Edie Rue
Gray.....	Nancy Quinones
Language House.....	Rapti de Silva
Manson.....	Michele Gargano
.....	Susan Stoebner
Meta Glass.....	Stacey White
.....	Lea Harvey
.....	Kelli Ketchem
Reid.....	Beth Stookey
.....	JoAnn Bogolin

Selection Process of House Presidents

1. All candidates will complete an application. The application will include a statement and three recommendations.
2. All candidates will discuss their reasons for wanting to be a House President and their goals. These statements will be reviewed by a panel composed of the entire HPC, a designated representative from the Executive Committee of the SGA, and a representative from the Office of Student Affairs.
3. Each Candidate will have an interview with a smaller selection committee (HPC representative, SGA Executive Comm. representative, Office of Student Affairs representative).

Faculty Representatives

College Council -	John Goulde Angelo Metzidakis Jill Randles Margaret Simpson
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Judicial Committee -	Jennifer Crispin Barbara Blair
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COLLEGE OFFICIALS



NENAH E. FRY
President of the College



TOM CONNORS
*Vice President and
Treasurer*



A. ROBIN BOWERS
Dean of the College



ROBERT BARLOW
Dean of Student Affairs



VIRGINIA LOHNER
*Assistant Dean
of the College*

ACADEMIC RULINGS

All students are expected to be familiar with the academic regulations and proceedings in this section, which consists of excerpts from the Faculty Rulings. Other Faculty Rulings will be found in the catalog of the College. A student who does not understand any Ruling should consult the Dean of the College. Ignorance of the regulations is not be an acceptable excuse for failing to comply with them.

A. Registration, Changes of Program, and Schedules

1. Registration for Fall, Winter and Spring Terms takes place on the dates specified in the college calendar or as designated by the Registrar. Failure to register on the day and time designated will result in a late registration fee as follows: \$25.00 up to five days late: \$25.00 plus an additional \$5.00 for every week late after that.

2.a. Courses may be added within the first eight class days of the Fall and Spring Terms and the first three days of Winter Term.

b. Courses may be dropped within the first fifteen days of Fall or Spring Terms, or the fifth day of Winter Term. A student who drops a course after the fifteenth class day of the Fall or Spring Terms [in the case of a first year student in her first term, the twentieth day] or the fifth class day of the Winter Term automatically incurs an F in the course.

c. A change of program is not valid until the student presents the completed form at the Office of the Registrar. The option of "potential credit" or pass/no credit must be chosen within the add period.

d. A student must use the Dean's Office Petition form [available at the Dean's Office] to apply for exceptions, including medical exceptions, to these rules. Exceptions shall be reported to the Executive Committee of the Faculty.

B. Courses of Instruction, Hours and Credits, Requirements for

Graduation, and Class Standing

1.a. The announcement of courses to be offered each year shall be presented by each department to the Committee on Instruction for its consideration and recommendation to the Faculty, which must approve all changes in course offerings.

b. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Committee on Instruction.

2.a. Permission to audit a course must be obtained from the instructor.

b. A student must obtain special permission from her faculty advisor and the Dean in order to carry 6 or more units of academic work.

c. With the permission of the instructor a student may register for a course on a "potential credit" basis, provided she is registered for at least 4 additional units for credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. *Not later than one week before the end of the classes in the term, the student must notify the instructor and Registrar's office if she does not wish credit for the potential credit course, in which case her course registration will be cancelled.*

d. A student may not carry less than 3 units of academic work. The Dean of the College is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.

3.a. The credit is the ratio of the total number of quality points to the total number of course units taken, excluding physical education grades and pass/ no credit grades which are not counted in computing the credit ratio.

b. The credit ratio is computed as follows: for each unit of A, 4.000 quality points; B, 3.000; C, 2.000; D, 1.000; F, 0.000. For every unit of plus, except A, add 0.300; for every unit of minus, subtract 0.300, save in respect to the grade of F, which is not subject to plus or minus variation.

c. In computing the credit ratio, courses taken at another institution are not counted, except for those taken as part of the Washington Semester at American University, the Tri-College Consortium, or the Seven-College Exchange, which are counted. Grades earned in the second institution involved in a 3-2 dual degree program or in the Sweet Briar Junior Year in France Program will be recorded in the student's file but not on the Sweet Briar transcript, and will not be computed in the grade point ratio.

4.a. In order to be eligible for the Sweet Briar degree, a student must present 38 units, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 2.000 on the courses taken at Sweet Briar and at any of the institutions specified in 3.c. above. Beginning with the class of 1991, a student must present 38½ units for the degree, in addition to the required work in physical education. She must satisfy the other requirements for the degree as specified in the catalog. No student may count more than 15 courses in a single department toward the Sweet Briar degree; for the purpose of this ruling two ½ unit courses shall be counted as one course. English I does not count as one of the 15 courses. A student spending her entire junior year abroad may offer one unit of work completed there toward fulfilling her Winter Term requirement. A minimum of 2½ winter term units is required for the degree.

b. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 19 units of credit presented for the degree must have been earned at Sweet Briar. Beginning with the class of 1991, a minimum of 19½ units must be earned at Sweet Briar.

c. A student who spends the junior year or the Fall Term of the junior year in a study program away from Sweet Briar College must

spend the Fall and Spring Terms of the senior year at Sweet Briar.

d. Requests to accelerate the degree course must be made to the Dean of the College, for referral to the Executive Committee of the Faculty. Normally a request will not be approved unless the student's cumulative credit ratio is at least 2.700 at the end of the fifth term (not counting winter terms) at Sweet Briar.

e. A student may declare, complete, and have recorded a double major by fulfilling the requirements of two departments.

f. A credit ratio of not less than 2.000 in the major is required for graduation.

g. The diploma must be made out in the full legal name of the student at the time the degree is conferred.

h. A student who after 12 terms of work fails to meet the general credit ratio or the credit ratio in her major required for graduation may be permitted to return to college for one Fall or Spring Term in the year following. She must carry not less than 3 units of work for credit and must have a credit ratio of 2.000 for her entire college course and a credit ratio in her major of 2.000 in order to obtain the degree.

i. A student who withdraws prior to completing the degree and wishes to return at a later date has a total of four years from the date of her withdrawal in which to complete the degree under the regulations existing at the time of her withdrawal. Beyond that, the regulations in effect at the date of her return will be in force.

j. Exceptional cases may be referred by the Dean of the College and to the Executive Committee of the Faculty.

5.a. For senior standing a student must have passed at least 28 units of work and have a cumulative credit ratio of not less than 2.000 and must have met the degree requirements in foreign language and physical education.

b. For junior standing in the Fall Term a student must have passed 17 units and have a cumulative credit ratio of not less than 2.000.

c. For sophomore standing in the Fall term a student must have passed 8 units and have a cumulative credit ratio of not less than 2.000.

d. A student who fails to earn the units or credit ratio or other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or nonacademic privileges of her class until she has achieved full class standing

6.a. A student who, at the beginning of the academic year, has failed to earn the units or

credit ratio or other stipulations required for full class standing may be declared ineligible to continue her college course, may be placed on academic suspension, or may be carried on the roll of her class as a Conditional Sophomore, Junior, or Senior. If carried on the class roll, she will be placed on the warning or probation list and will not be entitled to hold extracurricular office until she has regained full class standing.

b. Any student who fails to achieve a cumulative credit ratio of 2.000 at the end of the Fall Term will be reported by the Dean to the Committee on Student Eligibility of the Executive Committee of the Faculty which shall either place the student on warning or on the probation list, or on academic suspension, or declare her ineligible to continue her college course. **No student on warning or probation may hold any extracurricular office.**

c. A student who has been on probation or the warning list for three consecutive terms, not including the Winter Term, or who has failed within one year to repair a failure in any requirement for the degree, shall normally be placed on academic suspension or be declared ineligible to continue her college course. Exceptions to this rule may be made on the recommendation of the Dean of the College by the Committee on Student Eligibility of the Executive Committee of the Faculty.

d. Any student whose cumulative credit ratio is below 1.000 may be dismissed from the college for a semester. Subsequent readmission would be contingent on evidence of satisfactory academic work completed at another accredited institution.

7.a. By agreement among the three colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, during Fall or Spring semester, provided the course is not currently available at Sweet Briar College. With the approval of the appropriate department at Sweet Briar and the Dean, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio. In the case of summer term work tuition must be paid on the campus where the course work is taken.

b. A student involved in the Tri-College Consortium Exchange may not take over 50 percent of his/her courses off the home campus in any one term. Exceptions may be made by the Deans of the institutions concerned.

c. Application for admission should be made to the Dean of the College. No tuition will be charged in addition to that already paid to Sweet Briar College, (exception: summer term tuition, see 7a) but the student must pay any extra fees or charges and must make her own arrangements for transportation.

C. Tests, Examinations, and Grades

1.a. All tests and examinations are given under the honor system.

b. The student's signature to any written work is regarded as a pledge of honest work.

2.a. Examinations for each course are held at the end of each Fall and Spring Term and are scheduled in accordance with a plan approved by the Faculty. At the discretion of the instructor, an examination may be given in a Winter Term course but no time will be set aside in the College Calendar for Winter Term examinations.

b. Course examinations are normally of two hours duration and must be terminated promptly. In some cases an instructor may wish to give an examination of longer duration.

c. All course work must be completed by the last day of classes in each term.

3.a. If a student is ill, it is her responsibility to make arrangements with her instructor(s) to complete course work, quizzes, or examinations. Verification of hospital confinement may be obtained by request to the Health Center or by the faculty member involved.

b. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Instructor, take it in the Infirmary. By arrangement with the instructor, however, she may take it after she has left the Infirmary at a time and in a place to be determined by the faculty member.

c. Examinations and tests taken in the Infirmary are conducted under the honor system.

d. If a student is absent from an examination for reasons other than health, she will receive an F on the exam unless she presents an explanation for such an absence which is satisfactory to the instructor and the Dean. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.

4. Departments will require of all senior majors a "culminating" senior exercise most appropriate to the discipline. This would carry

one unit of credit and should take place during the Spring of the senior year.

5.a. Grades are to be assigned with the following meaning: A, indicates excellent work; B, good; C, satisfactory; D, poor but passing; F, failure.

b.i. In the case of year courses, the numbers of which are connected by a hyphen, a grade shall be given at the end of the Fall term but the grade given at the end of the Spring term shall be the final grade for the year.

ii. In year courses the numbers of which are separated by a comma, the grade for each term is separately recorded and graded, but the Fall term is a prerequisite for the Spring term unless otherwise indicated in the course description in the catalog.

c.i. If the Fall term grade in a year course is an F, the instructor shall decide whether the work of the Fall term must be repeated. If the final grade is an F, the instructor shall decide whether both terms or only the Spring term must be repeated before a final grade may be given for the course.

ii. If a grade of F is obtained at the end of the Fall term of a year course and the course is then dropped, the grade shall be counted for one term only. If the course is continued into the Spring term and dropped after the fifteenth day of the term, a grade of F will be recorded for the year.

6.a. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean, and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in college.

b. Incomplete indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.

c. A grade of I (Incomplete) may be removed only by the completion of the incomplete work within four weeks after the last class day of the term in which the grade of Incomplete was given. Under exceptional circumstances an extension of time may be granted by the instructor in consultation with the Dean. If the Incomplete is not removed within the specified time, the grade of F for the course shall be recorded.

d. If the student feels she has a justified reason to be granted an Incomplete, she should obtain a Permission for Incomplete form from the Dean's Office. It should show signatures

from the faculty member and the dean involved and bear the student's signature as well. This process **must** be completed by the last day of exams. Hence, the Incomplete becomes a three-way agreement.

7.a. A student with a cumulative credit ratio of at least 2.000 may, with the approval of her advisor, take one course each term on a Pass/No Credit basis. A student in her first term at Sweet Briar is not eligible for this option.

b. When a student chooses a Pass/No Credit option she shall be responsible for meeting all academic obligations of the course, including tests, papers and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree but the grade shall not be counted in the computation of her cumulative credit ratio. The grade of P shall appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the grade of NC shall appear on her record and shall not be counted in the computation of her cumulative credit ratio.

c. A student must choose the course that is to be taken on a Pass/No Credit basis no later than the last day for adding courses in each term.

d. An instructor or department may exclude a course from Pass/No Credit. Such courses will be so indicated in the catalog.

D. Advanced Standing and Summer work

1.a. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Registrar. In no case will more than 19 units of credit be allowed toward the degree for work taken elsewhere.

b. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.000.

c. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-.

2.a. Not more than 4 units of credit for summer school work will be allowed toward the degree. Permission in advance for taking summer school courses is no longer required; however, it is still a good idea to obtain departmental approval for the course(s) desired so there will be no question about receiving credit from the College for summer work.

E. Winter Term

1. Every student must offer three Winter term courses, independent study projects or internships for graduation. A minimum of 2½ Winter term units is required for graduation. A maximum of only one unit of credit can be received in any one Winter term.

2. A course may be offered during the Winter term for ½ unit credit at the discretion of the instructor. A student would be allowed to take two such courses in a given Winter term.

3. Each course meeting at Sweet Briar during the Winter term shall meet on the first and last days of the Winter term.

4. Instructors shall ordinarily meet with students for a total of at least 32 hours during the four weeks of the Winter term.

F. Independent Study, Internship, and Special Study

1. An independent study is defined as pursuit of a research project determined in advance by the student in consultation with and with the approval of a faculty member who will act as the sponsor of the undertaking. The student's work, which may take place off campus, need not be subject to continuous review by the faculty sponsor. Independent study projects shall receive ½ or 1 unit credit, as determined in advance, at the discretion of the faculty sponsor.

2. An internship is defined as an off-campus work experience related to a student's academic program. An onsite supervisor and a Sweet Briar College faculty sponsor are needed for direction of the internship.

3. An internship shall consist of a minimum of 120 hours of work, either at the work place or in related field work, and it shall receive one unit of credit. With the recommendation of the faculty sponsor and the approval of the Dean, longer internships may be awarded more credit, up to a maximum of two units for any internship.

4. No more than four units of internship credit may be counted toward the degree.

5. All internships shall be graded on a Pass/No Credit basis.

6. Only sophomores, juniors, and seniors may undertake internships.

7. A student must have a 2.0 cumulative G.P.A. and a 2.0 credit ratio in the proposed

field of study to which her internship is related to be eligible for an internship.

8. A student initiates the process of obtaining an internship by requesting a signed Intent to Intern form from the Office of Career Planning. This form must be attached to the description of the internship which is submitted for the Dean's approval. The project description must be signed by the faculty sponsor, the Chairman of the Department or the Director of the Program, and by the Dean. The deadline for completing this procedure shall be as follows:

a. For **Fall or Spring internships**: by the first day of classes.

b. For **Winter Term internships**: one week before the end of Fall Term classes.

c. For **Summer internships**: one week before the end of Spring Term classes.

9. A standard letter outlining the College's internship policies and containing the faculty sponsor's name and telephone number shall be sent to the on-site supervisor from the Dean's Office before the internship begins. The student shall deliver a form which the on-site supervisor will be asked to sign and return directly to the student to verify that the student has completed the internship. The student will then deliver this signed form to the faculty sponsor. Attached to the letter shall be a form which the on-site supervisor will be asked to sign and return directly to the faculty sponsor; this form will verify that the supervisor has agreed to accept the student as an intern.

10. To receive credit for the internship, a student must submit the following:

a. a written report of assigned reading which is related to the academic discipline in which the internship is taken and to the internship itself. Other work may be substituted for this report with the approval of the faculty sponsor and the Dean.

b. a journal which provides a detailed description of what the intern did.

c. a paper in which the intern attempts to make sense of the internship experiences recorded in her journal by relating them to her academic discipline and to any assigned literature.

d. a form signed by the on-site supervisor verifying satisfactory completion of the internship. It is also the student's responsibility to request her supervisor to send an evaluation of her work directly to the faculty sponsor.

11. A special study is defined as the study of a topic under the immediate supervision of a faculty member.

12. No student may be accepted for an independent study project or an internship unless she has had at least one unit of course work in the proposed field of study.

13. A student doing an **independent study project** must obtain on her project description the signatures of the faculty member sponsoring her project, of the Chairman of the Department or Director of the Program, and of the Dean. The deadline for completing this procedure shall be the end of the second week of the Fall and Spring Terms and, for the Winter Term, one week before the end of Fall Term classes. For summer independent study, the deadline is one week before the end of Spring term classes.

14. A credit ratio of C (2.000) in the proposed field of study shall be required for an admission to the independent study. Freshmen therefore are ineligible for admission to independent study or internships during the Winter Term.

15. Exceptions to these rulings may be made for good cause by the Dean in individual cases.

G. Certificate Programs

Coordinate certificate programs can be combined with a major. These are offered in European Civilization and three management areas: Business Management, Arts Management, and Public Administration. **A student is permitted to obtain only ONE management certificate.**

H. Dual Degree Programs

1. The Purpose of these programs is to satisfy the needs of the student who wishes to combine the advantages of a liberal arts curriculum with the more specialized training offered by a large institution. The general plan of study comprises three years at Sweet Briar, followed by two years at a cooperating university, and leads to the award of two degrees: the Bachelor of Arts from Sweet Briar, and the Bachelor of Science from the university.

2. The Sweet Briar degree shall be awarded at the end of the fourth year provided that the student's work that year has been satisfactory. If Sweet Briar's commencement occurs before the fourth-year grades are available, the student will be allowed to participate in graduation exercises, but her degree will be withheld until the final grades are received from the cooperating

institution.

3. In addition to the specific prerequisites of the cooperating university, the student must satisfy the following Sweet Briar requirements by the end of her third year:

a. Completion of three-quarters of the total units required for graduation.

b. Completion of the area distribution requirements.

c. Completion of a major field of study, except when courses at the university can be applied toward the major.

4. In order to be eligible for the Sweet Briar degree, a student following a 3-2 program shall have spent at least two years in residence, one of which must be her junior year.

I. Class Attendance and Due Dates for Reports

1.a. Students shall remain in the classroom for ten minutes after the designated time for the start of class but may then leave if the instructor fails to meet the class without notice.

b. An instructor must give advance notice of detailed requirements for papers and other major projects and the due date so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult her academic advisor, the chair of the department, or with one of the deans.

c. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in the Fall and Spring terms. All work for Winter term must be completed by the last day of the term.

2.a. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student. The instructor shall submit reports of excessive absences to the Office of the Dean by the 15th of each month.

b. All work missed must be made up promptly, and in advance of an absence if it can be anticipated.

c. With the permission of the instructor, a student may change from one section to another in order to make up the work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.

d. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Student Affairs before the hour set for return to the college. Students traveling by public transportation without confirmed reservations will not be excused for lateness unless the delay is caused by inclement weather or mechanical failure.

e. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean of the College. Only in exceptional cases will she be permitted to carry a full schedule of courses.

f. The Dean of the College may modify at his discretion the operation of any of the rules regarding attendance.

J. Honors

1. General honors are awarded at graduation on the basis of the student's entire undergraduate record.

2. The requirement for

a. the degree *cum laude* is a cumulative credit ratio of not less than 3.300.

b. the degree *magna cum laude*: a cumulative credit ratio of 3.500.

c. the degree *summa cum laude*: a cumulative credit ratio of 3.800.

3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with "Honors," "High Honors" or "Highest Honors" in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.

4. "First Year Honors" are awarded at the end of the Fall term to first year students who have achieved a credit ratio of 3.300, provided they have carried at least 4 units of graded work and received no grade below C.[A grade of unsatisfactory in Physical Education is considered a grade below C]

5. Sophomores, juniors and seniors who have achieved a term credit ratio of not less than 3.500 at the end of a Fall or Spring term, provided they have carried at least 4 units of graded work and received no grade below C, may be named to the Dean's List as approved by the Faculty. Eligibility also requires that a student not receive the grade of U (for instance in physical education courses).

K. The Honor System

1. If an instructor observes a possible breach of Academic Honor he/she will promptly confer with the student involved. If after conferring with the student, the instructor believes that a breach has occurred, he/she shall urge the student to report herself to the Chair of the Judicial Committee of the Student Government Association. The student shall advise the instructor when she has done so. If the student fails to do so promptly, the instructor shall report the case him/herself to the Judiciary Committee.

2. When consulted by a student concerning suspicious work which has been observed, the instructor should advise the student to discuss the case with the Judicial Chairwoman of the Student Government Association. If an instructor is in doubt about the best procedure in a given case, he/she should consult the Dean of the College.

3. Expulsion, dismissal, suspension, pledge suspension and honor probation shall be recorded on the student's transcript. The record of expulsion or suspension is left to the discretion of the Committee, depending on the severity of the case, and is not retroactive. Pledge suspension shall be included on a transcript until six months after the termination of the pledge suspension period. Honor probation shall be recorded on a transcript only during the period of probation.

L. Academic Advisors

1. The Dean of the College and the Assistant Dean work with academic advisors to assure that students receive accurate and useful information with regard to their academic options. Both deans are available for counseling students whose concerns are primarily academic in nature.

2. Once a student has declared her major field, usually in the spring of her sophomore year, her work academic will be directed by the chair of her major department or a designated faculty member from that department.

M. Withdrawal

A student who wishes to withdraw from college during the academic year must present to the Dean the written approval of her parents or guardian, stating the reasons for withdrawal. She must clear all financial obligations before her honorable dismissal can be granted.

N. Readmission

Readmission after withdrawal from Sweet Briar is not automatic. Application for readmission should be made to the Dean of the College.

O. Convocations

Participation at all convocations is a privilege and a responsibility of every student. Attendance is therefore expected.

LIBRARY

A. Library Collections and Services

The Sweet Briar College Library has one of the finest collections in this part of Virginia. It includes over 200,000 volumes, some of which are rare or unique and over 900 periodical and newspaper subscriptions. Most of these materials are housed in the Mary Helen Cochran Library consisting of five floors of bookstacks, reading, and study areas. The music collection is located in the Fishburn Library in Babcock; the mathematics and science materials are in the Fletcher Library in Guion; and the art history and studio art materials are located in the Shallenberger Library in the Anne Gary Pannell building.

In addition, Sweet Briar has access to library resources locally and throughout the country. The Library is a member of the Lynchburg Area Library Cooperative which allows students to use the facilities of academic, public, and special libraries in the area. The DIALOG and BRS information retrieval system provides us with access to over 70 million bibliographic citations in over 150 databases. The OCLC system contains over fourteen million book and non-print citations, and provides a rapid interlibrary loan subsystem.

The Library faculty offers several courses and seminars on library use and materials. Basic Library Skills is required of all entering students, while other courses deal with computer use and online searching and are highly recommended for students with major projects. Studies have shown that superior library skills enable students to perform better academically.

Some of the special facilities and collections worth noting are:

1. The Reference Room

This is the main service center of the Cochran Library. Here you will find the card catalog and over 2000 reference works including dictionaries, encyclopedias, bibliographies, handbooks, almanacs and atlases. National bibliographies are in the staff work area. Reference works are intended for looking up quick facts or for locating sources of information, so they should be used only in this room. Assistance is available at the reference desk at the entrance to the room or in the Reference Office.

Seating for 70 in the Reference room and adjacent study gallery make this a popular study and research area.

2. The Circulation Desk

Books are checked out and returned here, questions are answered, and reserve books are kept behind the desk. New books, notices of events and exhibits are displayed in the lobby near this desk.

3. Book Stacks

Most of the collection is housed on the lower three stack levels of the Cochran Library. Stack 3 contains materials in philosophy, psychology and religion. On Stack 2 are the social sciences, language and literature books, and materials on business, riding and theater arts. Stack 1 contains the history and biography collections, as well as the Library's periodical and microform holdings.

4. Browsing Room

The Browsing Room on the main floor contains current reading in both fiction and non-fiction. Comfortable furniture makes the Browsing Room a popular place to relax and study. A stereo system is available to play records and tapes.

5. Rare Book Room

Located on the upper floor, this room contains handsome examples of bookmaking, from incunabula to books on the graphic arts and music. Three collections are particularly outstanding: George Meredith, W. H. Auden, and Virginia Woolf.

6. Periodicals

All periodicals in the Cochran Library, both current and retrospective holdings, are on Stack 1. Current issues are on wooden display shelves; bound volumes are shelved by call number in the older section of the stack. A large portion of the periodical and newspaper holdings are kept in microfilm or microfiche. These are filed alphabetically by title. Film and fiche readers, as well as three reader-printers,

are available for use. Periodicals do not circulate and should be used only on Stack 1. If you need help using these materials, the Library staff should be consulted.

Periodicals and microforms in art, art history, music, mathematics and the sciences are kept in the appropriate departmental libraries.

7. Kellogg Library

Located in Room 101 of the Cochran Library is a small collection of Children's literature and reference materials of interest to those in teacher education as well as to campus children.

8. Music Library

The music collection of over 2000 books, 3500 scores, and 2000 sound recordings is located in the Fishburn Library in Babcock. There is a separate reference and periodicals collection. Records, tapes and appropriate listening equipment are available for use in the library.

9. Art Library

The art history and studio art collections of over 12,000 books and periodicals are located in the Shallenberger Library in the Anne Gary Pannell building. A small seminar room, individual carrels and a lounge area provide a variety of study environments. A photocopy machine is also available.

10. Science Library

The Fletcher Library in Guion houses about 17,000 books and journals in the fields of mathematics, computer science, biology, chemistry, physics and environmental studies. Backfiles of most periodicals are on microfilm or microfiche. A reader-printer is available to make copies from microfilm and fiche.

11. Photocopying

A multi-copy, key operated copier is available adjacent to the Circulation desk in the lobby of the Cochran Library. Similar copy machines are available in both the Science and Art Libraries. Desk attendants will provide assistance and collect payment. Copies are ten cents per page. The copyright law (PL 94-553) governs the making of photocopies. Under certain conditions specified in the law, a copy may be made for "private study, scholarship or research," but for no other purpose. **Students may not charge the cost of photocopies.**

12. Academic Resource Center

The Academic Resource Center (ARC) is located in Room 201 on the upper floor of the Cochran Library. Workshops in reading, study and research skills are conducted here. Counseling is available at scheduled hours for students with academic or study problems.

13. Richard Rowland Video Archive

This facility shares space with the Academic Resource Center. Videocassette and laserdisc players are available for student use. Tapes and discs of dramatic presentations, movies, poetry reading, etc., may be signed out at the Circulation Desk. The loan period is 24 hours.

14. Microcomputers

There are over twenty Macintosh microcomputers and printers in the Libraries available for student and faculty use. In addition, a Laser-Writer laser printer at the Circulation Desk will produce publication quality documents from the Macintosh for \$5.15 per page. Program diskettes may be checked out from the Circulation Desk on a 24 hour loan.

B. Library Policies

1. The borrower is responsible for the prompt and safe return of all books charged out to her name. Any student who does not properly charge out a book or return it promptly is in violation of the Honor Code and is subject to the discipline of the Judicial Committee of the Student Government Association. This rule applies to the Music, Art, and Science Libraries as well as to the Cochran Library. A 3M book security system has been installed in each College library to protect library resources for the use of the whole community.

2. The loan period for most books is 30 days. To check books out students must sign their names legibly and provide their Social Security number. All library books must be returned to the Library by the last day of exams in the Spring term. **Periodicals and reference books do not circulate.** Reserve books may go out for three hours and many may be checked out overnight.

3. Fines accumulate at the rate of five cents a day per book up to the replacement cost of the book. An overdue notice is sent for books overdue 30 days or more. Students have ten days to respond to this notice. Only accumulated fines will be assessed for books returned during this period. After that date, the account will be sent to the Business Affairs Office for settlement. Students can then expect to receive a bill for the replacement cost of the book, plus a twenty-five dollar processing fee. Fines are not charged over vacations and during January Term, though students will be fined an amount equivalent to cost of each book not returned by the end of Spring term.

Fines for Course Reserves are are twenty-five cents per hour for each item and accumulate up to the replacement cost of the item. Overnight reserves are due 1½ hours after opening the following day.

Fines on computer software, on videocassettes and videodiscs are \$1.00 per day.

Books which have been lost should be reported immediately. The overdue fines will be suspended from that date until the book is located. If the materials are not located by the end of the term, the cost of replacement plus a twenty-five dollar processing fee must be paid in full by the student. If lost books are found, the student's money will be refunded, except for the processing fee on each item. Bills for overdue and lost books must be settled at the end of both fall and spring terms.

4. Books and periodicals should be considered as college property for general, NOT PRIVATE, use. Many are now irreplaceable and need to be handled with care. Never underline or mark a library book and please protect them against bad weather outside the Library. Report any damage to a book at the Circulation Desk.

5. Food or drink must not be brought into any part of the Library. Smoking is permitted in the night study room only.

RESIDENCE HALL POLICIES

A. Residence Hall Regulations

(including all campus
housing
for students)

The College reserves the right to enter all college facilities at any time to make periodic inspections of its properties.

The privacy of a room occupied by a student will be respected. Students will generally be given 24 hours notice for routine repair, maintenance, or inspection unless specific or immediate service has been requested by a student. If an imminent danger to the health and/or safety of the building's occupants exists, authorized persons may enter a student's room without notice (i.e. fire, bomb scare, false alarm, accident, or serious illness). These procedures and policies in no way limit bona fide law enforcement agencies from a lawful search.

ANY VIOLATION OF ANY OF THE FOLLOWING RULES WILL BE SUBJECT TO A FINE OF AT LEAST FIVE DOLLARS. IN ADDITION, THE VIOLATOR MAY BE BROUGHT BEFORE THE SOCIAL VIOLATIONS HEARING BOARD. THE STUDENT, ORGANIZATION OR RESIDENCE HALL WILL BE CHARGED FOR THE COST OF REPAIRS OR REPLACEMENT RESULTING FROM ANY SUCH VIOLATION OR FOR REPAIRS REQUIRED FOR DAMAGES INFLICTED IN OTHER WAYS.

1. Damage/Cleaning Deposit

A refundable room damage/cleaning deposit of seventy-five dollars is collected each year from every student in residence. Every student is expected to leave her residence hall clear of rubbish and personal belongings and in order, as it was on her arrival.

When moving into a room, each student must fill out and sign a Room Condition Report. It is important that she report any problems, pre-existing damage, or necessary repairs to the Director of Housekeeping at this time. Rooms are inspected at the close of college in May, and assessments for repairs/cleaning are made accordingly.

2. Animals

Animals cannot be brought into the residence halls by students nor kept there nor on the campus. Fines will be twenty-five dollars per animal. Repeated violations will result in repeated fines. Animals will be removed from the residence hall at once by the security police force. The animal that is unidentifiable as to ownership will be sent immediately to the Humane Society of Amherst. The animal whose ownership is identifiable will be kept for 48 hours prior to its being transported to the Humane Society. This interval should give the student owner sufficient time to make arrangements for getting the animal off the campus. ONLY fish and turtles are permitted in residence halls.

3. Attics

Students are not permitted to go to the attics. If luggage is wanted from the attic, the request must be left in writing in the janitor's box before noon of the day it is needed. Keeping one suitcase in your room for late travel plans is recommended.

Under no circumstances is any student allowed to enter the residence hall attics unless she is accompanied by a member of the Housekeeping

staff. Entry into this forbidden area without proper permission is a violation of House Rules and will be dealt with by the Social Violations Hearing Board.

The removal of any item from the attic that does not belong to you or that you have not received permission to attain is an honor violation and will be dealt with by the Judicial Committee.

4. Decorating Rooms

a. NOTHING (INCLUDING THUMB TACKS, NAILS, SCREWS, PINS, STICKERS, TAPE OR ADHERENT OF ANY KIND, PASTE OF ANY DESCRIPTION) MAY BE ATTACHED TO THE WALLS, WOODWORK, DOORS, METAL TRIM, OR FURNITURE IN THE COLLEGE BUILDINGS EITHER IN STUDENT ROOMS OR IN PUBLIC AREAS.

b. Hanging pictures: All residence hall rooms are equipped with picture moldings from which pictures, posters, mirrors and wall shelves can be hung.

c. Some rooms are equipped with towel racks which are permanent property of the college. Students are not permitted to install their own hooks or towel racks.

d. Brackets for curtain rods are provided in each room. Students are responsible for their own rods and curtains. Cafe curtains are not allowed.

e. Pin-up lamps are not permitted.

5. Electric Appliances

To reduce potential fire hazard and the overloading of electrical circuits, the use of electrical food preparation and ironing appliances is not permitted in residence hall rooms, halls, or parlors. Kitchens and service rooms are provided in the residence halls for these functions. Reasonable use of other electrical appliances which do not present unusual hazard or high electric load are permitted in residence hall rooms. The following are not permitted in residence hall rooms: air conditioners, ceiling fans, microwave ovens, toaster ovens, hot plates, toasters, electric frying pans. Small portable electric refrigerators not exceeding 4.5 cubic feet in storage volume, 80 pounds in total gross weight, which require less than 240 watts of electricity in normal operation will be permitted in residence hall rooms provided the student assumes full and complete responsibility for acquiring, moving, maintaining and/or final removal of the same. The College may not be called upon for crating

or shipping these appliances. A minimum of \$10 fine will be imposed for violations of this policy.

No electric appliance may be used in the residence halls under any circumstances unless the appliance as a whole (not just the cord) has been approved by and bears the seal of Underwriters' Laboratories, Inc. (U.L. Listed).

6. Food Storage

Food not stored in a kitchenette or private refrigerator should be kept in tin boxes, screw-top jars, or other sealed containers.

7. Furniture

Student rooms are furnished with beds, dressers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases (or subscribe for laundry service for these), blankets, and mattress pad. Dressers and bed units are not to be removed from student rooms without permission from the Director of Housekeeping. A \$25 fine will be issued for the unauthorized removal of these items. If you have bunk beds in your room which you do not wish to leave them stacked, see the Director of Housekeeping. Beds are NOT to be dismantled or a mattress removed from its frame. If beds are dismantled without permission, a \$25.00 fine will be imposed and the bed must be reassembled. No mirror is to be separated from the dresser. Separating mirrors from dressers will also result in a \$10.00 fine. Furniture is not to be removed from public areas. A \$25 fine will be imposed for removal of college property from public areas.

Lofts

YOU MAY NOT BUILD A LOFT IN YOUR ROOM.

If a loft is discovered in your room, a \$50 fine will be imposed. The loft must be disassembled and removed from the room immediately.

9. Trunks

Trunks and boxes must be unpacked and tagged for attic storage within five days of the opening of college in the fall.

10. Public Areas

For fire and safety reasons, hallways must be clear at all times. Students must refrain from leaving personal belongings in halls, bathrooms, housekeepers' closets, and kitchen areas. In addition to being unattractive and an inconvenience to other residents, these items (dishes, clothing, boxes, etc.) are a hindrance to the housekeeping staff and can be dangerous in an emergency evacuation. Personal items left in public areas after a 48 hour period will be confiscated.

Changes in furniture cannot be accommodated until after the halls have been cleared from opening. You are not permitted to put furniture, mattresses, etc...in the hallways until *after*-MONDAY, SEPTEMBER 14.

11. Mattress Pad

A mattress pad must be furnished and used by every student beginning her first night in residence. Mattress pad inspection will be held by the Housekeeping Staff soon after the college opens in the fall. Failure to have a mattress pad by the time of inspection will result in a \$10 fine.

12. Rugs

Rugs of any size are be permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from college personnel. Since rugs may not be stored at the college over the summer, at the end of the year you are to take your rug home, or send it to be cleaned and stored. If sending to the cleaners, roll it, tie it securely and tag it clearly with your name. If you are planning to be away the Fall term, indicate the date you wish the rug returned.

The privilege of having large rugs was given with the above understanding and is subject to removal if abused. Failure to comply will result in a \$25 fine.

13. Water Beds and Beer Kegs

Such equipment is prohibited in student rooms.

14. Summer Storage

a. SWEET BRIAR ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT AT THE COLLEGE TO BE MOVED OR STORED. STUDENTS ARE ADVISED AGAINST LEAVING ARTICLES OF VALUE IN STORAGE.

b. Property without shipping instructions attached, left for one year in college storage by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College.

c. To provide improved protection for students' belongings, summer storage is provided in the trunk storage building at the power house complex. All such storage will be at the students' own risk. While the college will take reasonable steps to protect stored property, it specifically disclaims any liability for theft or damage by fire, water or any other cause. The student is responsible for packing and transporting all items except trunks to and from the

storage building and for being sure that only standard size boxes (of the sizes sold in the Book Shop) are properly and securely packed. The storage of bicycles and rugs is not to be included in this facility. Students leaving items outside of storage will be assessed a \$10 fine per box. A \$25 fine will be imposed for each item left in the residence hall.

i. Articles must be securely packed. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged with the owner's name and new room assignment. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall.

ii. Chair cushions must be firmly tied to chair. No other articles may be packed in a chair.

iii. All articles that can reasonably fit in a box must be boxed before they will be accepted for storage.

e. As the College has no moth-proof storerooms, students are advised to send blankets home or to a laundry or to a dry cleaner for cleaning and storage.

f. All items placed in storage must remain in the storage building until the College reopens in the fall. In the case of a non-returning student, stored items can be shipped collect when the storage facility is opened in the fall. This requires the written permission of the Dean of Student Affairs and a written request from the student.

g. At the close of the college year, each student (except members of the graduating class) must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped. Graduating students may remain in the residence halls on Commencement Day at which time the halls close for the summer.

15. **Room Changes** Room changes made without approval of the Director of Residence Life and Housing will result in a \$50.00 fine.

16. Overnight (away from room)

If staying overnight in any place other than her own room (including the Infirmary), a student is urged to leave a note on her door giving full information concerning her whereabouts.

17. Woman visitors in the residence halls

No guests may stay in the residence halls more than 3 consecutive nights without approval of the Office of Student Affairs.

18. Male visitors

a. A student may entertain a male visitor in her room according to the listing below:

**VISITATION OPTION 1
(3rd floor Reid)**

Mon.-Thurs.	None
Fri. & Sat.	12 noon-1 a.m.
Sunday	12 noon-12 midnight

VISITATION OPTION 2

(Grammer, Manson, and the 1st and 2nd floors of Reid)

Mon.-Thurs.	12 noon-12 midnight
Fridays	12 noon-3 a.m.
Saturdays	10 a.m.-3 a.m.
Sundays	10 a.m.-12 midnight

**VISITATION OPTION 3*
(all other halls)**

Mon.-Thurs.	noon-1 a.m.
Friday	noon-1 a.m. Monday, no restrictions in effect

*Each student living in a Visitation Option 3 area must sign a contract indicating her understanding and willingness to comply with terms outlined in the contract.

It is the responsibility of every student to know, support, and abide by these hours. It is her right and her responsibility to ask fellow students to escort their male guests out of the residence hall after the close of visitation hours. In this event, she may request assistance from her House President, Students Affairs staff members, or a Security officer. Violations of the Visitation Options regulations will be dealt with by the Social Violations Hearing Board.

The following steps will be taken by a security officer regarding unattended males at Sweet Briar after the closing hour:

i. Individual or individuals are to be informed that they must leave the campus (1st offense only).

ii. If, after a reasonable period of time, he or they persist in staying, a security officer should approach the subject(s) and state, "Young man (or gentlemen), your right or license to stay on this property has expired. I give you...minutes to leave or you will be subject to arrest on the charge of trespass" (1st offense only). Further offenses will be dealt with increased severity.

b. A student may take her father or brother to her room on any day from 6 a.m. to closing hour, but she should see that the other women on the hall are notified.

c. Each residence hall has the right to close the house to men on any particular night. A one-third vote during exams and a ½ vote at other times, taken by a secret ballot, of those present and voting at a house meeting at which there is a quorum of two-thirds, required to close the residence hall for one night or succession of nights.

d. Any student entertaining a male guest in the residence hall must accompany him at all times. **THIS INCLUDES MEETING HIM AT THE KEY DOOR AND ESCORTING HIM OUT OF THE HALL. STUDENTS SHALL NOT ALLOW UNESCORTED MALES TO ENTER RESIDENCE HALLS.**

e. The above provisions are subject to a mandatory review annually by College Council no later than its April meeting.

19. Special considerations for Visitation Option 3 areas.

a. Students living in a Visitation Option 3 area **must** give their roommate(s) a 24 hour advance notice when they are having/expecting an overnight guest. Guests will not be permitted to stay in a Visitation Option 3 hall without the full consent of the roommate(s). Should this consent not be available, the student with the guest should utilize any one of the alternatives open to all students. Anyone in the Office of Student Affairs can assist with alternate arrangements.

b. Male guests in Visitation Option 3 areas must be personally escorted by their student hostess after 12 midnight on Sunday through Thursday evenings, and between 12 midnight and 1 a.m. on weeknights. Additionally, they are required to remain in the room of their hostess or a designated guest room from 3 a.m.-9a.m. on both Saturdays and Sundays unless in case of an emergency and then only when escorted by their hostess.

c. Male guests are prohibited from using any residence hall shower or facilities from 8 a.m. to 11 a.m. on every weekend as well as from 4:30 p.m.-6:30 p.m. on big party weekends.

d. Visitation Option 3 housing is a privilege, not a right, and thus will be reviewed by a committee of students and staff on a regular basis.

20.a. The student hostess is responsible for her visitors' and guests' conduct. **All visitors and guests, like all students, must abide by dormitory policies and campus regulations, including respect for Sweet Briar property.**

b. Any visitor's or guest's failure to abide by the above may be subject to administrative sanction by the College and/or prosecution in a court of law.

B. Key Door

Students are admitted to the residence halls after 8 p.m. through a key system. Keys are available at the beginning of the college year for

a cost of \$3 (not refundable). These keys are made to fit only the "Key" doors of each residence halls, the key door being the front entrance doorway.

In case of loss, a duplicate will be issued, at a charge of \$3. *Keys may not be duplicated except by the College.* Duplicating a key is an honor offense.

C. Recesses

1. College residence halls are closed and secured during the Thanksgiving, Christmas, Spring Break, and Summer recesses.

2. For students who are unable to leave campus at these times, special vacation housing may be arranged through the Office of Student Affairs.

3. Following a recess, students may arrive on campus only after 1 p.m. on the designated day of return.

D. Quiet

1. Students, out of consideration for others, should be reasonably quiet at all times in the residence halls.

Particular emphasis shall be given to maintaining quiet in the residence halls on weekdays and Sundays from 7 p.m. to 7 a.m. and on Saturdays from the closing hour to 10 a.m. Sunday. During the weeks of examinations there shall be 24 hour quiet, enforced by the House Presidents.

2. Any student, as a member of the Association, shall have the right to protest against an unwarranted disturbance in the residence halls. In case of persistent disregard of the rights and privacy of others, she may bring the student or students creating disturbance to the Social Violations Hearing Board.

E. Keys to Student Rooms

1. A room key will be available for each student during scheduled check-in hours in September. Likewise keys to dresser drawers and closet doors in Meta Glass are often available. A deposit per key will be required. The deposit will be refunded when each key is returned.

In case of loss of a room key, students must report it to the Office of Student Affairs. A duplicate key can be provided at a cost of \$1.

At the end of the college year or at withdrawal all keys are to be returned according to the instructions provided by the Office of Student Affairs. Failure to return a room key will result in loss of the deposit and an additional fine.

2. If a student is moving from one room to another, she must must return her present room key and secure her new room key from the Office of Student Affairs. In addition, *a student may not move from one room to another without written permission of the Director of Residence Life and Housing. Moving without permission will result in a \$50 fine and/or other sanctions.*

3. IF A STUDENT IS LOCKED OUT OF HER ROOM, SHE IS TO FOLLOW THESE STEPS:

a. She should try to find her roommate and have her unlock the door.

b. If she is unable to find her roommate, between the hours of 8:30 a.m. and 4:30 p.m. she is to call the Office of Student Affairs. After 4:30 p.m., students should call the Information Center to request the unlocking of her door.

Students are reminded that unlocking of room doors is a courtesy, not a responsibility, of the College staff. A \$1 charge will be collected on each occasion that a student's room is unlocked for her.

4. A \$25 fine will be assessed for replacement of a missing or stolen door lock.

F. Residence Life Staff

It is the shared goal of all residence life staff to promote a positive quality of life for the individual and the community within each residence hall. It is their wish to assist every student in making her adjustment to college life a productive and rewarding one. Together they strive to develop an atmosphere in the residence halls which stimulates personal growth, encourages individual responsibility in decision making, and provides for an acceptance of others.

Professional staff members from the Office of Student Affairs whose particular expertise and interest lay in providing personal counseling, assisting in individual or group problem solving, and promoting the development of community, live in some of the residence halls. During the evening and night hours one of these staff members is on call and can be reached through the Information Center.

Each hall is staffed by at least one student **Resident Advisor (RA)** who is under the guidance of the Office of Student Affairs. Her main concern is for the student as an individual. She is trained and available to listen to other students as a peer helper, to act as a sounding board, to help students explore constructive alternatives to a problem, to be a source of information about the college, to serve as a role

model for her peers, and to refer students to others who may be of more assistance.

House Presidents are the elected student leaders who live in and serve each residence hall. Their primary functions are to assist students in abiding by college policy and house rule, to promote a sense of community through programming and activities in the hall, and to serve as an information liaison between students and officers of the College.

G. Fire Prevention

1. INTENTIONAL RINGING OF THE FIRE ALARM IS AN EXTREMELY SERIOUS OFFENSE AND WILL BE TREATED ACCORDINGLY. THE PENALTY IS SUSPENSION FROM THE COLLEGE AND POSSIBLE CRIMINAL ACTION.

2. To ensure unimpeded exit from the buildings, nothing may be placed on the fire escapes or ladders. A student will be fined \$5.00 for using the ladders for other than a drill or fire.

3. Fire Prevention Regulations

a. No fire may be made in any room.
b. No candles or incense may be used in the residence hall rooms. Permission to use candles in the parlors or common rooms must be obtained from the Office of Student Affairs.

c. Smoking is FORBIDDEN in the following places:

i. Residence halls: in stairwells, halls, and corridors.

ii. Academic buildings except seminar rooms.

iii. Faculty and staff offices unless a faculty or staff member is present and gives permission.

iv. The Book Shop, Babcock Auditorium, and the Chapel.

v. The Library, except in the two smoking lounges in the stacks and in other designated rooms.

4. The campus fire department assists in the avoidance of possible accidents. Fire drills are held during the night or day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The assistant house presidents along with the student fire marshalls will assist the house president in clearing the floor.

Students are reminded that they are liable for any damage to property or for injury to others resulting from their negligence. Accordingly, students are cautioned to be careful when lighting, smoking, and putting out cigarettes. Regulation ashtrays and metal waste cans may be purchased at the Book Shop.

COLLEGE POLICIES

A. Day Students

1. Meals

Day Students may purchase meals for cash at the College meal rate. Meals may be paid for at the hostess' desk in the lobby of Prothro Commons.

2. Automobiles

a. Registration

Automobiles belonging to Day Students and new or different automobiles belonging to students who have previously registered other automobiles, are to be registered in the Security Office in Manson. Vehicle registration is annual and free to Day Students. See *Handbook-Vehicles*, for recommended minimum liability insurance limits and general parking regulations.

b. Parking on campus

During the day parking is allowed in the spaces in front of the gym.

3. Day Students' Room

108 Reid is the Day Students' Room.

Keys may be obtained from the Office of Student Affairs. A \$5 (refundable) deposit is required to obtain a key.

B. Campus Employment

Application for jobs must be made to, and cleared through, the Director of Financial Aid. Since all recipients of financial aid (except freshmen) are normally expected to hold self-help jobs, they will be given preference in job placement.

C. Delinquent Accounts and Bad Checks

No student who is in arrears to any department or enterprise of the College will be permitted to take term examinations, nor may she receive a grade report, transcript or diploma. A fine of ten dollars will be charged for any check

returned for any reason. If more than one check is returned, the student will lose check cashing privileges for the remainder of the academic year.

D. Identification Cards

An I.D. card is issued to each student at the beginning of the college year. The student is on her honor not to tamper with, borrow, or lend this card. The I.D. card is required for the cashing of checks at the Business Office and may be called for by any department of the College.

Lost I.D. cards may be replaced for a \$3.00 fee at the Office of Student Affairs.

E. Responsibility for Property

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not incurred during normal usage.

There is to be no painting of any College property, except the freshman hitching post and the sophomore rock. There is to be no painting of individual or stage property in any area of the residence halls except in Grammer Commons. Any violation of this policy will result in the individuals or clubs responsible for the damage being billed for paint removal or for redecoration of the area in question.

F. Scheduling Events/College Calendar

1. The College calendar is located in the Office of Public Relations and is under the supervision of the Director of Public Events. Approval for all events, whether or not they are to be listed on the weekly calendar, is required. Appropriate forms ["green sheets"] are located in the Public Relations Office.

2. All student sponsored events require the signature of the Dean of Student Affairs. Buildings and Grounds services (for any equipment set-up) require special signatures on yellow sheets available in the Office of Public Relations. Requests for catering services can be made only after completion of the green sheet form and should be made well in advance with the catering manager whose office is in the Wailles Center

3. Tentative reservations for a particular date, time, and place will be held for 48 hours by the Director of Public Events.

4. The weekly College calendar is compiled and published each Thursday by the Office of

Public Relations. All events listed on the calendar must be approved by noon of the preceding Wednesday and the form returned to the Office of Public Relations by that time. All events, even those not appearing on the calendar, must be approved at least 24 hours prior to the event.

5. Any unavoidable time changes, cancellations, etc., should, if possible, be made prior to the calendar deadline preceding the event.

G. Publicity Guidelines

1. Off Campus

a. Media relations and off-campus publicity relating to Sweet Briar College, its students, faculty, and programs are handled through the Office of Public Relations. This office issues news releases and hometown stories about students and is interested in learning about student activities and accomplishments.

Every Sweet Briar student represents the College to the outside world, and what she says to reporters, editors of college guides, and others contributes to the image of Sweet Briar College. Therefore, with the exception of engagement and wedding announcements, any material a student wishes to submit to any of the media should be cleared with the Director of Public Relations. If a student is unexpectedly questioned off campus by a reporter, she may, if she wishes, identify herself as a Sweet Briar student but should make clear that she is speaking only for herself as an individual.

b. The Public Relations Office also has responsibility for most College publications, except for Admissions recruitment literature. Students, with their consent, are often interviewed and/or photographed for such publications.

c. In case of an automobile accident, a student is advised not to give any information to any reporter or photographer. In the interest of the owner of the car and his/her insurance coverage, it is important that information be given only to police authorities, and that it should be factual. Students are advised not to sign any report of the accident or to assume any liability, except at the direction of the police.

2. On Campus

Any reporter, photographer, filmmaker, videotaper, or distributor of questionnaires who is not a member of the Sweet Briar community must have the permission of the Office of Public Relations to work on campus. The Office of Public Relations must be notified in advance if someone will be working on campus so that preparations can be made and clearances approved to insure cooperation from the members of the community and to protect the College, students, and others from unwanted publicity.

Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on the campus.

H. Fund-Raising

Any fund-raising projects, either on or off campus, should be cleared in advance with the Vice President for College Relations.

The stipulations regarding publicity and fund-raising are made to prevent conflicts with college-wide fund-raising programs and to promote the best interests of the college community in this area.

I. Solicitors

No off-campus solicitors are permitted in the residence halls. In case any such person is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

J. Food, Merchandise, and Service Sales

Any group of students, organization, or individual from on or off campus wishing to sell food, refreshments, merchandise, or services on the campus must secure permission in advance from the Dean of Student Affairs and the Vice President for Business Affairs. Off-campus stores, organizations, or individuals must confine their activities to the Wailes Center. There is a fee for the use of a room in this facility.

K. Regulations Concerning the Use of College Property and Facilities

1. Written permission for the use of college property—including rooms, equipment, and campus areas—for other than its usual function, must be obtained in advance from the appropriate member(s) of the College administration.

2. Requests from groups or individuals not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office (Alumnae Office for Alumnae Records, Development Office for Parent Records, and others) at least three weeks in advance of the planned mailing date. Such requests must be accompanied by copies of all materials to be included in the mailing.

3. Written approval of the contents must be obtained from appropriate members of the Administration and the Director of Public Relations

before the mailing can be processed. If permission is granted to use the College's mailing facilities, the individuals or group concerned will pay in full for all services rendered and materials used.

Letters or statements must be signed and envelopes must carry the name of an individual to whom a reply may be directed. College stationery and envelopes are not to be used.

L. Married Students

If a student enrolled in Sweet Briar College plans to marry before graduation, she is requested to notify the Dean of Student Affairs of her marriage plans at least a month in advance of the marriage. Since there is no student housing available for married couples on campus, the student and her husband are responsible for making off-campus housing arrangements.

M. Public Conduct

Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar Community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good name and ideals of the College.

N. Sexual Harassment Policy

Sexual harassment will not be tolerated by Sweet Briar College from any member of the Sweet Briar community. Behavior that constitutes sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, whenever:

1) submission to such conduct is implicitly or explicitly a term or condition of employment or participation in an educational program; or

2) submission or rejection is used as a basis for an academic or employment decision; or

3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or participation, or of creating an intimidating, hostile, or offensive educational or work environment.

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

Student complaint - Dean of Student Affairs
Faculty complaint - Dean of the College
Staff complaint - Vice President for Business Affairs

The investigation and discipline of an individual alleged to have engaged in sex discrimination, in the form of sexual harassment or otherwise, will be in accordance with (1) the Faculty and Staff Handbook, (2) the Constitution and Bylaws of the Student Government Association, or (3) the Secretarial and Clerical Employee's Handbook, whichever is applicable.

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Converse science majors. ACS brings lectures and films to Sweet Briar in the fields of science, fosters student-faculty rapport, and participates in regional and national science meetings and conferences. Membership is open to all interested students.

SOCIAL REGULATIONS

A. Statement of Compliance

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. We intend to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to employees therein and to admissions thereto save where excepted under subpart C 86.15 (a). In addition, Sweet Briar College adheres to a policy of nondiscrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admissions.

B. Statement on Discipline

Any student accepting a place at Sweet Briar should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to the individual, the community, or the College itself.

In any extreme or clearly dangerous situation the judgment of the President suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the appropriate committee can be arranged. This procedure will be accomplished as quickly as possible.

Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.

The College reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students.

C. Drinking Regulations

Please note that the following policies and regulations may change in accordance with Alcohol Beverage Commission guidelines.

Consumption of alcoholic beverages at Sweet Briar College, either by students or their guests, shall be controlled by the laws of Virginia and/or Amherst County. The above-mentioned laws make illegal the following:

1. The sale of any alcoholic beverages to persons under 21 years of age.
 2. The falsification of age by persons under age in order to purchase alcoholic beverages.
 3. The purchase of alcoholic beverages for another person when there is reason to believe that the person is under age.
 4. The serving of alcoholic beverages to any person under 21 whether in a private home, residence hall room, club, party, or other location.
 5. The transportation of alcoholic beverages unless contained in paper bags or cartons which render the identification of the contents unrecognizable. In other words, it is against the law to carry an open drink in public.
- In addition, any person who serves alcoholic beverages to a minor or, for that matter, to a non-minor, may become liable for any resulting accident or injury which occurs. Either criminal or civil liability, or both, may result in such cases if it can be demonstrated that such action was a contributing cause of the accident or injury.

College regulations prohibit consumption of alcoholic beverages in all academic and public areas of the College, by either students or their guests, with the exception of the Boathouse, and other areas officially designated by the Office of Student Affairs. In the Wailes Center purchase or consumption is limited to beer for those of age. Food and non-alcoholic beverages must be served at any event at which alcoholic beverages are offered at Sweet Briar College. Honor Code principles apply.

Hallway parties and kegs of beer are prohibited in the residence halls. Private "in-room" gatherings should be limited to no more than twice the capacity of the room.

It shall be the responsibility of each member of the Sweet Briar community to know and to comply with all pertinent laws and College regulations and, further, to help prevent any abuses or excesses stemming from the use of

alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior, not only of themselves but also of their guests.

Any special permission for exceptions to the regulations above must be obtained from the Dean of Student Affairs. It should be noted that, in general, beer may be served to those of age, with permission and within College regulations, at College-approved social functions held in public areas. Beer to be served under these conditions must be purchased by the student responsible for the event.

A complete statement on alcohol is available in the Office of Student Affairs.

D. Statement of Drug Policy of Sweet Briar College

1. According to Virginia State Law, it is illegal to possess or distribute a wide variety of drugs.

2. Police and College Security have the responsibility for law enforcement and may search a student's room if they have evidence that the law is being broken. However, as a protection for the rights of students, the College has stated that it will not condone such a search unless a proper legal warrant has been obtained.

3. As an educational institution, Sweet Briar is concerned with informing students of the personal and community consequences of the use of drugs and thus with helping them make responsible decisions in this area. Any student who approaches an official of the College seeking help or treatment for a drug problem will be given every possible assistance. In this case, all disclosures by the student will be treated with complete confidentiality and no disciplinary action will be taken. Professional staff as well as a peer counseling group are available to counsel students seeking help with drug problems. Also, literature on drugs is on reserve in the Mary Helen Cochran Library.

4. In the event that an incident of drug abuse comes to the attention of the Administration other than by self-report, the following guidelines will determine the course of action to be taken:

a. Any student reported to have illegal drugs (including marijuana) on campus will, at the discretion of the Dean of Student Affairs, be subject to a probationary status, will be advised to seek counseling, and/or will be referred to an internal hearing board for possible disciplinary action, especially in the case of a repeated offense. In the latter instance the board may recommend any one of a range of penalties

available to the college, including expulsion.

b. Any student found to be engaging in the sale or distribution of illegal drugs on campus or for use on campus will generally be reported immediately to appropriate civil authorities. In such a case, the Administration will also bring a complaint before an internal hearing board. A guilty verdict would result in a recommendation for expulsion from the College.

c. Any nonstudent found to be engaging in the sale or distribution of illegal drugs at Sweet Briar will be reported immediately to civil authorities and, if applicable, a complaint will be filed with the appropriate College authority.

5. Because of the many issues involved, each report of possible drug abuse off campus will be considered in relation to time, place, and circumstances of the instance in question. In the event of such an abuse in which Sweet Briar may be directly or indirectly involved, the Administration reserves the right to file a complaint with the appropriate authority, regardless of parallel legal proceedings.

A complete statement on the drug policy is available in the Office of Student Affairs.

SECURITY

Sweet Briar College has around-the-clock security coverage. Anyone who needs the assistance of a security officer or who wishes to make a report to campus police should dial **381-6144**. This telephone number is answered at the Information Center when no one is in the Security Office, which is found on the ground floor of Manson. The security officers make periodic rounds of the campus and can receive messages by mobile unit from the Information Center.

Even more importantly, students should exercise care and precaution to avoid possible danger and to protect themselves.

A. The following suggestions for protection are offered and urged:

1. Be certain residence hall doors are closed and locked when using them after closing hours.

2. Do NOT use the door to the Macke Room (between Reid and Grammer) after it has been locked at night.

3. Do NOT walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place: stay on walks and established paths and avoid walking near shrubbery.

4. Avoid driving at night alone.
5. Check your automobile before getting in to it and lock all doors after entering.
6. Do not hitchhike or pick up hitchhikers.
7. Always stay with your date so that no unidentified men will be wandering around the campus.
8. Report all strangers or suspicious people to a security officer immediately, giving license number of the car or any identification of the car or person.
9. Report to the Information Center or to a security officer any concern for the safety or absence of a fellow student.
10. Lock the door to your room.

B. Campus Limits

Campus limits are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the Monument above the dairy as far as the Monument, the Riding Center, and the Outing Cabin via direct route.

C. Lost and Found

Lost and found service is under the supervision of the Campus Police. Lost articles should be reported to the House President within 24 hours of the discovery of loss. Lost articles not claimed at the end of a year will be disposed of by the college.

VEHICLES

Students and guests bring automobiles to the campus at their own risk. Sweet Briar College cannot be responsible for the safety, theft of, or damage to, any automobile or other conveyance brought to or left on the campus.

A. Bicycles

1. Regulations
 - a. All bicycles must be equipped with red reflectors or red reflecting tape.
 - b. Any bicycle ridden at night must be equipped with a headlight.
 - c. All bicycles should be registered with the Department of Campus Police.
 - d. Parking
 - i. At no time should a bicycle be parked on any portion of the campus roads or walkways, nor on the arcades, nor in the public areas of the residence halls.
 - ii. Students will be expected to park their bicycles in racks provided in designated areas.
 2. It is recommended that you lock your bike when it is not in use and that you tag it with your name and address.

3. Storage

- a. It is the responsibility of the student to store her bicycle according to regulations posted at the closing of school.
- b. A bicycles will be sold if left for a period of one year after student's graduation or withdrawal.

B. Taxis

Students are requested to use the regular college service of Davis-Jordan Taxi Company, 946-7873.

C. Vehicles

1. Any student may keep a vehicle on campus or in the Amherst-Lynchburg area.
2. **Students with vehicles on the campus of Sweet Briar College will understand that storing, parking or operation of a vehicle on the grounds is a privilege and may be revoked at any time.** Student vehicles are subject to the following requirements:
 - a. Registration with the Campus Police within 24 hours of arrival on the campus or the vehicle will be subject to towing and a \$10.00 fine at the student's expense.
 - i. Information to be provided: Name, class, license plate number, make and model of the vehicle, year, color and number of doors of vehicle, as well as your Social Security Number
 - ii. Parking fees are to be paid at the time of registration: Fees are: \$30.00 for the academic year and \$5.00 for a period of one month or more than 24 hours. Checks for these fees should be made payable to Sweet Briar College.
 - iii. Each vehicle must bear a decal after (i) and (ii) above have been met. Decal is to be placed on the right side of the rear bumper within 24 hours after registration. Failure to display the issued decal may result in a fine of \$10.00 issued in the form of a Sweet Briar parking violation.

3. Parking Regulations

- a. All students must park in their assigned student parking areas at all times while vehicle remains on campus. Due to the very limited nature of parking on campus, it is necessary that you abide by this regulation.

***FACULTY & STAFF PARKING AREAS--** No parking at any time and subject to towing and fine on first and subsequent offenses.

***20 MINUTE PARKING AREAS--** 20 minutes only and subject to fine and towing on first and subsequent offenses.

***FLETCHER PARKING LOT--** No parking at any time and subject to towing and fine on first and subsequent offenses. Towing enforced on first and subsequent offenses.

*MANSON PARKING LOT--No parking in lot adjacent to Manson.

*QUAD--Parking only with special permission from the Chief of Campus Police.

*WAILES CENTER--Parking only when patronizing the center or using the laundromat.

*BABCOCK/GUION/GYM--No parking along street adjacent to Guion and facing Babcock and the gym.

***No parking on walkways, fire lanes, or lawn areas, enforced by fine and towing on first and subsequent offenses.**

****Assigned Parking Lots: Students will be assigned specified parking lot upon registration and a decal specifying this lot will be issued to you. Lot assignments will be enforced. This will be based on your dorm residence. Any changes must be approved by Campus Police. Freshman will be designated to park in Guion, regardless of their dorms.***

Enforcement of misparking and regulations governing the use of automobiles on campus:

i. Fines

1st and subsequent offenses - a fine of \$10.00

4th offense - a fine of \$20.00.

Reckless Driving - a \$25.00 fine and possible suspension of driving privileges.

ii. Towing

a. When it becomes necessary to tow a vehicle, the person to whom the car is registered will be charged the towing fee, regardless of whether the towing is actually completed.

b. When towing has taken place, check with Campus Police to find out which towing service was used.

c. **The college will not be liable for any damage resulting from towing.**

iii. Vehicle Immobilizers (Wheel Locks)

Immobilizers will be used to aid in the enforcement of motor vehicle traffic rules and regulations. The wheel locks cause no damage to the vehicle unless it is moved. The locks can only be removed with a special key that is in the possession of a campus police officer. To have wheel locks removed, all fines must be paid, and a copy of the receipt presented to the Campus Police Office.

a. Fines for removal are as follows: ten dollars (\$10) plus one dollar (\$1) additional for each day the wheel lock remains on the vehicle.

b. If fines are not paid and locks removed within 7 days, the vehicle will be towed off campus and the cost of the wheel lock fines will be forwarded to the Business Affairs Office for collection, and the cost for towing

will be assumed by the owner.

c. Wheel locks are private property of Sweet Briar College, valued in excess of \$200.00 each. Removal of wheel locks by unauthorized personnel and depriving Sweet Briar College of their use constitutes grand larceny and cases will be tried in criminal court.

d. Cost of fines will not be applied toward the payment of registration fees.

iv. Payment of Fines

All fines must be paid at the cashier's window in Fletcher before exams each semester.

c. Guest automobiles remaining at Sweet Briar overnight, must be registered with Campus Police no later than 45 minutes after the closing hours.

Guest vehicles will be towed away 45 minutes following the closing hour if they are not properly registered. The college will not be liable for any cost or damages resulting from towing.

4. Miscellaneous

a. Students operating their automobiles in reckless or irresponsible manners will be subject to fine.

b. Any serious accident or one which involves injury to other persons must be reported promptly to the Department of Campus Police at Sweet Briar.

c. The following minimum insurance coverage is recommended by the College:

Bodily Injury:

\$ 50,000 each person

\$100,000 each accident

Property Damage--\$10,000

Medical Payments--\$1,000 for each person

d. It is understood that students will comply with their individual insurance regulations concerning borrowing, lending, and riding in cars.

e. Due precaution should be taken not to overload the automobile with too many passengers.

f. **Students may not ask to borrow an automobile owned by a faculty or staff member.**

5. WHEN A STUDENT WITHDRAWS FROM THE COLLEGE OR COMPLETES HER WORK AT SWEET BRIAR, SHE SHOULD NOTIFY THE DEPARTMENT OF CAMPUS POLICE SO THAT THE APPROPRIATE VEHICLE CLASSIFICATION MAY BE CHANGED. FAILURE TO NOTIFY CAMPUS POLICE WILL RESULT IN STUDENT, NOT GUEST REGULATIONS BEING ENFORCED.

D. Car Rental System

The College has automobiles to rent to Sweet Briar Students who are 18 years of age or older and who are licensed drivers. Rental fees and special requirements of rental are available at the Information Center. Forty-eight hours carries comprehensive, liability, property damage, and collision insurance. Any loss or damage to a rented vehicle up to \$100 is the lessee's responsibility.

Reservations for use of the car as well as the rental procedure are handled through the Information Center at Sweet Briar.

E. Vehicles for Clubs and Organizations

A system of transportation has been implemented whereby College vehicles may be used by students for approved activities and cultural events (lectures, concerts, e.g.) within a 100 mile radius of Sweet Briar, plus Williamsburg, Virginia and Washington, D.C.

The Dean of Student Affairs is responsible for approving such activities and the usage of the vehicles. Cost is \$.20 per mile, and \$.55 an hour (\$2.75 minimum). If you would like to make use of this system of transportation, please see the Director of Student Life at least a week in advance of the trip, so the Director may reserve the vehicle (if available) for you and explain the vehicle sign out procedure.

COMMUNICATIONS AND TRANSPORTATION

A. Communications

The College may be reached by telephone or telegraph. Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey, over toll free line 1-800-325-6000. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 3235 Odd Fellows Road in Lynchburg, Virginia (846-1653).

There are "on-campus" phones on most residence hall floors. For calls to Amherst there is a charge of twenty cents (\$.20) from a pay phone. Calls to Lynchburg are at long distance rates. ALL students are permitted to have phones of their own, but they must purchase or

bring their own telephone (modular plug type) to Sweet Briar.

B. Shipping

When shipping trunks, baggage or packages to SBC they must be sent PREPAID and should be checked to Sweet Briar College, Sweet Briar, Virginia, c/o of the Information Center.

Trunks, baggage, or packages being shipped from Sweet Briar College are usually sent with United Parcel Service or trucking companies. Special instructions concerning procedure will be provided by the Information Center.

Boxes, tape, and string may be purchased at the Book Store.

C. Trains

To provide service to the Sweet Briar Community, the Southern Railway stops at Monroe (Virginia) Station. Those who wish to check on schedules, make reservations, or order tickets, with the understanding that the ticket will be picked up at Lynchburg Station between 9 p.m. and 6 a.m. (7 days/week) or 8 a.m. and 5 p.m. (Mon-Fri) should call the toll free Amtrak number 1-800-872-7245 for more information.

D. Planes

Lynchburg is serviced by Piedmont Airlines and reservations should be made well in advance of one's desired departure and arrival times. The toll free number is 1-800-334-8661.

Air Virginia commuter service makes connections with flights from Dulles and Baltimore-Washington airports.

E. Buses

Amherst, Sweet Briar, and Lynchburg are all serviced by Trailways (846-1353) and Greyhound (846-6614) bus lines. Call direct for schedules and rates.

RECREATIONAL AND CAMPUS FACILITIES

Two facilities on campus available for student use during the academic year include the Boathouse and the Wailies Center.

In general, a student wishing to reserve one of these facilities for a private party or event must have proper approval from the Director of Student Affairs (Bistro manager if applicable). The College limits the number of weeknight parties involving non-Sweet Briar students to four on

two designated nights (Sunday through Thursday), to be held at the Boathouse or the Wailes Center.

Please consult the sections below for the special reservation procedures for each facility.

A. Boathouse

When College is in session, students take priority in the use of the Boathouse and can reserve this facility through the Director of Student Affairs. Requests should be made at least one week prior to the scheduled event. A valid reservation includes the following:

1. A Reservation Agreement, which must be signed by the individual(s) responsible for the event.

2. A \$25 deposit. This amount will be returned if clean-up is adequate and no damage is sustained.

3. A \$25 rental fee, if the event is co-sponsored by a fraternity or other non-Sweet Briar group.

4. For any event involving non-Sweet Briar guests, a Security officer must be engaged and a guest list provided.

The person(s) reserving the Boathouse is responsible for the care of the building and property, and for the conduct and safety of all guests. She/they should remain at the party and be the last to leave.

Rules governing the use of the Boathouse include:

1. Doors are to be unlocked on both sides of the building.

2. The recommended outside limits are 75-100 people.

3. Care of furniture and property is expected.

4. There is to be no parking past the hedge. The roadway to the Boathouse is to be an open thoroughfare.

5. The lower level is not to be used as a party area.

6. The Virginia State law and College regulations regarding the consumption of alcoholic beverages must be observed.

7. If a fire is desired in the fireplace, a Security officer will light and extinguish it. The firescreen is to be in place at all times.

8. The building is to be left in good order; debris, empty bottles, and cans are to be put in waste containers at the main entrance. The floor is to be swept and trash put in receptacles.

9. Students and guests must leave the facility by midnight, Sunday-Thursday, and by 2:00 a.m., Friday and Saturday.

It is hoped that students and guests will not only enjoy the Boathouse but will treat it with respect for others who will follow and in fairness to those who must maintain the area.

B. Wailes Center

The Cornelia and Edward Thompson Student Wailes Center serves as location for student entertainment programming, social events, and a center for community lectures and organizational meetings. The Bistro, located on the ground floor, provides full fountain service as well as sandwiches, hamburgers, hot dogs, pizza, and beer.

Hours are listed in the Directory of Hours

C. Boating, Swimming and Canoeing

1. Lake and swimming regulations:

- a. All new students must take a swimming test administered at the start of the academic year. All students who wish to swim in the lake or use canoes and rowboats must have passed this test.

- b. Swimming in the pool is permitted only during swim classes or designated recreational swimming hours when a lifeguard is present.

- c. Use of the pool during designated recreational swimming hours is restricted to members of the Sweet Briar community and their guests, who must be accompanied at all times.

- d. The Director of Aquatics appoints each year a corps of students who are currently certified lifeguards. These students will be responsible for lifeguarding and enforcing safety regulations of the pool.

- e. Students who have passed the required swimming test may swim in the lake when there is a certified lifeguard on duty. The College assumes no responsibility for students swimming in the lake when there is no lifeguard protection.

2. Use of Rowboat

The rowboat designated for emergency use is to be used only for emergencies.

3. Canoeing

- a. Canoes may be used by students who have passed both the swimming and canoeing tests and students who have passed the swimming test but are accompanied by a student who has passed the canoeing test. Dates may not use c a n o e s .

- b. Procedure for the use of canoes:
 - i. Sign out the canoe house key at Information Center.
 - ii. Lock the Canoe House while using the canoe.
 - iii. Passengers must meet the swimming requirement.
 - iv. One life preserver per passenger must be taken in the canoe.
 - v. Store equipment after use.
 - vi. Return key to the Information Center.

4. Reminders

- a. Passing the required swimming test is a prerequisite for using canoes and swimming in the lake.
- b. Only members of the Sweet Briar community may swim in the lake. Swimming is "at your own risk" unless there is a certified lifeguard on duty.
- c. Boating is allowed until dusk. The use of canoes is restricted to the Sweet Briar community who have passed the canoeing test.

D. The Outing Cabin

The Outing Casing is reserved for those students who enjoy outing activities. any student wishing to use the cabin for day trips or overnight shall be accompanied by a Cabin Leader who is responsible for the welfare of the group and the care of the cabin. The use of the cabin is administered by the Outdoor Program Coordinator in the Office of Student Affairs. To become a Cabin Leader you must complete an orientation which will be offered several times each year by the SWEBOP Coordinator.

E. Hostel

1. Registration for the Hostel takes place at the Information Center by the guest in the company of the student hostess who will be responsible for her guest. Reservations may be made at the Information Center by advance payment.
2. Accessories received:
 - a. The guest will receive from the Information Center one towel, two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). If for some reason the linens are missing or not returned to the Information Center at the conclusion of the visit, the deposit is forfeited.
 - b. The guest will also receive a key to the Hostel front door entrance facing the traffic circle. At the conclusion of the visit this key is to be returned to the Information Center.

3. The charge for use of the Hostel is \$2.50 per night. A deposit of \$5 is also required for the key, pillow, blanket, linen, and towel. This is returned upon the conclusion of the visit when these items are turned in at the Information Center. Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a Hostel guest wish to cancel his reservation he must do so by 10 A.M. (the check-out hour) before the night he will not use the reservation, or else no refund will be made.

4. Regulations:

- a. Visitation hours for women: those in effect for Visitation Option 2 in the residence halls will prevail at the Hostel.
- b. No smoking in the bunkroom or locker room. Smoking is permitted in the vestibule.
- c. IN CASE OF FIRE, PLEASE REPORT TO THE INFORMATION CENTER AT 381-6111.
- d. When the housekeeper or janitor arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.
- e. Each student hostess and her guest will be responsible for damage to college property.
- f. Cars may not stop or park at any time in the traffic circle. Guest cars must be registered at Security or the Information Center and parked in the Hostel parking lot.
- g. Any group of male guests (more than 2) must receive permission from the Office of Student Affairs. This includes bands, performing groups, etc.

SWEET BRIAR HEALTH SERVICE

The Sweet Briar College Health Service is dedicated to helping each student learn to assume personal responsibility for her own health and well-being and maintain a state of positive good health.

The Service is staffed by the College Physician (part time), the College Psychiatrist (part time), Counseling Psychologist, and five registered nurses. Consulting services in all medical specialties are available in Lynchburg, 14 miles distant from the College. The Amherst County Rescue Squad, a volunteer organization,

may be called upon in emergencies and provides prompt transportation to the Emergency Room of Lynchburg General-Marshall Lodge Hospital. The College Physician holds scheduled office hours while the College is in session. In case of emergency outside of the scheduled office hours, the nurse in charge will inform the physician and secure instructions as to procedure.

With the exceptions noted below, service for students is provided as a part of the comprehensive college fee and is as follows:

A. Out-patient

1. The College Physician may be consulted at the Harley Student Health Center during the scheduled office hours. Specific office hours of the physician and the nurses are listed in the Directory of Hours.

2. The College Psychiatrist and/or Counseling Psychologist see patients by appointment at the Health Center. A student desiring a consultation should telephone the Health Center to make an appointment. The service provided consists of counseling. Intensive therapy is not provided. The service is provided on campus by the College without charge. If the student and the counselor agree that an extended series of consultations will be helpful, arrangements may be made by mutual agreement with the student or her family paying the usual fee.

3. A Gynecological Evaluation and Counseling Service is available on campus for all students by appointment. Services are provided by a registered nurse practitioner who is well accredited for such services. Appointments are made by calling the Health Service. Confidentiality is maintained for the student. The only charges are for laboratory work and medications.

B. In-patient

In-patient services are provided for students ill enough to need bed care. If confinement in the Health Center seems likely to exceed five days, the student or her family will be advised. The comprehensive fee for resident students covers office visits to the College Physician, consultation with the psychiatrist or psychologist as specified above, and bed care in the Health Center up to five days without extra charge. For each additional day of care in the Health Center, appropriate and reasonable charge is made.

For legal reasons the Health Center does not dispense medication except in an extreme emergency. The physician will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Student Health Center by a local Amherst pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. A charge will be made to the student by the pharmacy. There will be a charge to the students, faculty and employees for injections, dressings, lab work, etc.

The College Physician, Psychiatrist, and Psychologist serve, in relation to both students and employees and their families, in accordance with the ethical standards of the medical profession. All information received by the College Physician, Psychiatrist, and Psychologist in the discharge of their professional duties, whether from students or members of the staff or their families, is privileged and confidential and will not be divulged without the consent, given in advance, of the patient unless required by law, or if in the judgement of the College Physician, Psychiatrist, or Psychologist a serious threat to the welfare of the patient or the community may arise out of the patient's medical problems.

The College Physician shares with the department of Physical Education responsibility for the College's program of health education. There is an accredited course in health education open to all four classes under the department of Physical Education. In addition, the Health Service and the Department of Physical Education jointly undertake to provide information on the problems affecting the physical and mental health of the community. Informational material in the form of books and pamphlets on sex, drugs, and other matters of health are available in the Health Center, the Library and in the Office of Student Affairs.

Since the Health Center has the responsibility for the medical care of the students, it is urged that all referrals to consulting specialists be arranged through the Health Center. The Health Center assumes no responsibility when students choose to consult outside physicians independent of the Health Center.

In cases of extreme emergencies, the nurse on duty may leave the Health Center and go to the site of the emergency on campus to administer first aid and make an evaluation. A member of the staff will cover the Health Center during that time.

RELIGIOUS LIFE AND SERVICE

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning Sweet Briar College has emphasized cooperation among people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be.

The varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The Sweet Briar Memorial Chapel provides an invitation to worship to all who enter. Completed in 1966, the Chapel was dedicated on April 23, 1967. Its copper-roofed spire rises 125 feet above the surrounding landscape and stands as a focal point of the residential quadrangle at the east end of the campus.

Among the opportunities for public worship in the Chapel are:

Morning Prayer - Monday, Tuesday, Thursday, Friday

Holy Communion - Wednesday

Roman Catholic Mass - Thursday evening

College Vespers - Sunday evening

The Chaplain presides at the Vesper Service and during the year guests from several traditions are invited to participate. A representative group of students, faculty, and staff work with the Chaplain to support religious life on the campus and to plan service projects and programs that encourage religious and moral reflection. The College Chaplain is available for counseling to individuals and groups.

The College Chaplain is the Reverend Susan C. Lehman, whose office is located on the lower level of the Chapel.

FOOD SERVICES

The Staff of the Food Service Department has served the College for many years and takes pride and pleasure in its contribution to the

quality of campus life. Our statement of purpose is:

...to consistently provide exceptional quality and wholesome food and beverages to students and their guests, in facilities that meet the highest standards of sanitation, served by a staff that is pleasant and cooperative, and to operate within the financial limits established by the College.

A. Prothro Commons

This is the campus dining facility, one of the loveliest dining rooms on any college campus. Students, faculty, staff and guests gather daily in this congenial atmosphere. To assist us in maintaining a consistent and quality food service program, we ask for the cooperation and support of all students in abiding by the following policies:

1. Use of Dining Hall

The Dining Hall is open for meals during listed hours, and is not available between meals, or after hours when the college is closed, unless a request for a special event has been approved through the Director's office.

2. Programs

In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.

3. Visitors

Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.

4. Alcoholic Beverages

In compliance with Virginia A.B.C. Regulations, no alcoholic beverages are permitted in the dining hall.

5. Attire

Students are expected to dress appropriately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.

6. Off-Premises Meals

Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for very special occasions, and Health Center meals.

7. Bag Lunches

Bag lunches are provided for field trips, student teaching and athletic activities off campus. They must be requested by the faculty or staff

member in charge, at least 48 hours prior to the event. Arrangements can be made with the Dining Hall Manager.

8. Health Center Meals

The dining hall sends meals to the Infirmary only at their request. Meals are sent only for the attending Health Service Nurse and for students who are residing in the Health Center.

9. "Take-out Food & Snacks"

The Food Service program is designed only for meals consumed in the dining hall. We expect students to miss some meals and budget accordingly and therefore cannot allow food and beverages to be taken out for "snacks".

10. Removal of Equipment & Supplies

The china, glassware, silver and table appointments are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered an honor offense.

B. THE BISTRO

Located on the ground floor of the Wailes Student Center, the Bistro offers a relaxing atmosphere for the Sweet Briar Community. The Bistro is a student restaurant offering light fare, beverages, groceries, and entertainment.

C. College Catering Services

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides service, food and beverages for many college events that take place in non-food service facilities. The Catering Manager can assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus.

Employment--The Catering Department employs many Sweet Briar students in its service. Students interested in this on-campus employment opportunity may contact the Catering Manager.

CAMPUS SERVICES

A. Book Shop

The Book Shop is located on campus (see

map) and provides a readily accessible source of textbooks, trade books, supplies, gifts, clothes, and personal computers. All purchases for textbooks and school and art supplies may be charged. Statements will be rendered monthly and are due within 30 days. An unpaid bill of two hundred dollars or more will be subject to review as to further charge account privileges.

B. Post Office

The U.S. Post Office is located on the ground floor of Manson Hall. The purchase of stamps and all other postal services are available here; two forms of I.D. are required for purchases paid by check. At the request of the Student Government Association, students receiving special delivery mail are notified by telephone. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term or may be paid in advance. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked to please use the students' box numbers to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the residence hall in the students' addresses.

C. Laundry

A modern coin-operated laundry facility is available on campus for student use. Those students who desire a weekly linen service consisting of 2 sheets, 1 pillowcase, 3 bath towels, 2 hand towels, and 2 wash cloths may obtain this service from a college approved contractor.

D. Information Center

The Information Center, located on the ground floor of Manson, has someone on duty 24 hours a day to help when needed.

The Information Center maintains radio contact with security officers at all times.

E. Security Office

The Security Office, located on the ground floor of Manson along with the Post Office and Information Center, is the office for the Sweet Briar Security Force. For more information, see above section entitled 'Security'.

F. Intra-Campus Mail System

Located in the Information Center, the mailing system is for the use of all members of the Sweet Briar community (student-faculty-administration) and offers an alternative to the U.S. Post Office and the kiosk.

Each student is assigned an open box at the beginning of the academic year. The faculty and administration are provided with a large, locked collection box adjacent to the student boxes, where students may leave mail to be delivered to faculty and staff by the campus mail delivery employees. It is the responsibility of the originator of a particular piece of mail to see that it is delivered to the appropriate box or boxes. All campus mailing procedures come under the jurisdiction of the Office of Student Affairs.

CAMPUS OFFICES

A. Office of the Dean of the College

The Dean of the College and the Assistant Dean of the College have offices on the first floor of Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic counseling; admission with advanced standing; all summer work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships.

For hours when the office is open see Directory of Hours.

B. Office of Registrar

The Office of the Registrar, located on the second floor of Fletcher, is the source of information and assistance on course offerings, course registrations, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, and graduation requirements.

C. Office of Student Affairs

This office, located in the basement of the Chapel, coordinates housing assignments matters pertaining to extracurricular student life,

orientation, international students, women's programming, developmental programming, the Resident Advisor program, and the use of College vehicles for approved activities and cultural events. The Dean of Student Affairs, Director of Residence Life and Housing, Director of Student Life, and Outdoor Program Coordinator have offices in this area. The Dean and Directors are skilled in and available for personal counseling.

D. Career Planning

The Office of Career Planning welcomes students from all classes to its activities. Throughout the year, it offers programs and speakers describing many varied career fields. In addition, the staff presents workshops on necessary skills and pertinent topics on a regular basis. The Career Library houses information on a broad spectrum of career areas, as well as graduate school catalogues, summer job announcements, current job openings and suggestions on job-hunting techniques. Material is continuously updated and available for student use. Representatives from graduate schools, including business and law schools, and recruiters from different businesses interview students on campus.

Students may elect to take an interest inventory to aid in self-assessment and career decisions or use the microcomputer and microfiche systems. The Career Connection (alumni network) provides contacts for internships, summer jobs, and permanent employment. Seniors and graduates may open a permanent credential file. The Director and staff are always available for personal conferences concerning career direction and preparation. Students are urged to participate in career planning activities from the very beginning of their college years.

E. Alumnae Association

The Alumnae Office, home of the Alumnae Association, is located in the Alumnae House on the Sweet Briar campus. Mrs. Bernard L. Reams [Ann Morrison '42] is the Director. The purpose of the Association is to foster and promote in individual alumnae and alumnae clubs an active interest in Sweet Briar College. This interest builds a lifelong network of friendship and mutual support; most alumnae think of their Sweet Briar friends and contacts as a big extended family. The Association works in a variety of ways: by acting as the liaison between the Col-

lege and its alumnae; by publishing the Alumnae Magazine; and by continuous communication with alumnae either through their classes or area clubs.. Alumnae give financial support to the College by working for and giving to the Alumnae Fund, and by selling imported Holland flower bulbs for club scholarships. They work actively to encourage qualified students to apply to Sweet Briar for admission, and constantly attempt to uphold in their communities the image of Sweet Briar as a superior college for women. The Alumnae Association provides many outstanding speakers and programs for the College community. The office staff coordinates all alumnae programs and provides many special services, such as keeping up-to-date address files which include information on occupations, compiling and printing networking directories, and offering tour opportunities, reunion weekends, etc. to alumnae.

HONORARY ORGANIZATIONS

A. Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interest, scholarly achievement, and promise of intellectual growth.

The number of seniors elected to Phi Beta Kappa rarely exceeds 10 percent of the class and may never exceed 15 percent. A limited number of juniors may be considered for election.

B. Tau Phi/Chung Mungs

Tau Phi is an honorary society consisting of juniors and seniors who have contributed to Sweet Briar through scholarship and service. The twenty members are chosen for their interest in academics, character and leadership. The club promotes intellectual growth of the College by assisting the Lectures Committee and organizing projects to further promote the principles of liberal arts education.

Tau Phi is not always involved in such intellectual activities. They often enter into friendly rivalry with the Chung Mungs, and manage to get together with this ghostly club for a few events.

The Chung Mungs, an upperclass honorary society, is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their activities include sales of goodies in the residence halls and sponsoring of aluminum can recycling campaigns. It is characteristic of this group to constantly seek new areas of activity which will benefit the College.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and soberminded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the needs of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so happily chant, "Glory, glory, I'm a Chung Mung..."

C. Sweet Tones/Earphones

Sixteen girls from the sophomore, junior, and senior classes comprise the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Christmas dinner, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

The newest group on campus is also the loudest! They are known as the Earphones. The tone-deaf, loud-mouthed song lovers keep the campus singing when they rise to the occasion with a song.

They do not try to imitate the Sweet Tones (no one could). They just want the Sweet Tones to remember that not everyone is blessed with a tear-jerking voice.

D. Paint and Patches/ Aints and Asses

Paint and Patches, Sweet Briar's dramatic club and oldest honorary, was organized for the purpose of creating and developing an active interest in all aspects of drama and to promote a deeper knowledge of the technique of dramatic art.

P&P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The various areas of club activity include, in addition to acting and directing, scenery design, properties, lights, makeup, and costumes, providing many opportunities for membership for those interested in various branches of the theatre.

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so.

The Aints and Asses were originally formed to parody Paint and Patches productions, but now, being masters of comedy, the Asses perform several original skits during the year to entertain students. When spring arrives, one can see them out in full force, blowing their whistles to keep students from trampling the grass.

E. Bum Chums/Q.V.'s

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Step Singing as the Bum Chums tap their ten new members. In addition to an interest in furthering good Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College.

Throughout their junior year the "notorious ten" serve as useful members of the community. As a service organization, the Bums have sponsored the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects is the famed show, the Bum Chum Inn. Also, the Bum Chums make a fun-loving effort to harass their rival group, the secret Q.V.'s.

When chosen to be a Q.V. one is not taking on a new job but continuing her interests and work for her class. The members of this sophomore honorary society are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward. Their purpose is to promote class spirit and their names are kept secret until Spring Step Singing their sophomore year.

F. Taps -n- Toes

A newly elected tap club in the 1986 - 87 school year, its members have to work hard, as

it is the only dance club on campus. One does not need to know how to dance in order to be a member. Membership is based on one's interest in dance and dance related activities. Once tapped, the new member is expected to help with any concerts or shows which are performed each year; i.e. costumes, backstage, lights, or ushering. Working on community projects is also a part of Taps -n- Toes. Such projects include, car washes, cookie sales, variety shows, and teaching children at neighboring schools the art of dance.

CLUBS

A. De Deutsche Klub

The German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The club's activities include: trips to a German restaurant, films and speakers, picnics, a monthly conversation-game hour, slides and travel lectures by students, Christmas caroling and other holiday celebrations, gatherings with students and faculty from VMI and W & L, and a traditional German dinner. There is also a German table in the dining hall each week, at which students from beginning to advanced levels hold informal conversations with the department. All interested students are encouraged to participate in the club's activities, in order to create an atmosphere of *Gemutlichkeit* among the German-speaking community.

B. College Republicans

Organized to stimulate campus interest in current political affairs, the Young Republican Club at Sweet Briar is active on the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and socials with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects. The club welcomes everyone at its monthly meetings, and encourages those generally supporting the Republican Party to join.

C. Creative Arts League

Newly founded in 1982, the Creative Arts League brings together students with interests in art, drama, writing, music and dance. The League has sponsored an intercollegiate art show and competition, brought a lecture and the screening of a new film to campus, and participated in the Women and the Arts program series.

D. Italian Club

The Italian Club was formed in 1969 in response to the growing interest in the heritage of modern Italy, its culture, its language, and its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, lectures and films, informal social gatherings, and an Italian table in the dining hall every week for informal conversation over lunch. All members of the Sweet Briar community are invited to join the Italian Club.

E. French Club

The French Club was formed to bring together students interested in France, its people, and its culture. Throughout the year the club sponsors several social gatherings, films and lectures, as well as "la table francaise," a table in the dining hall for those who wish to engage in informal French conversation during lunch. "Vive la France !"

F. Interact

The purpose of Interact is to devise and implement programs and activities to foster, develop, and improve channels of communication, knowledge, cooperation, and mutual support among the students, alumnae, community, and friends of Sweet Briar College. Members conduct student panels for Alumnae Council, speak to Alumnae Clubs on Sweet Briar Day, work on alumnae telethons, talk to area civic clubs and organizations, work to increase awareness in the Alumnae Association, and organize activities for Parents' Weekend.

G. Inter-Varsity Christian Fellowship

A Christian fellowship organization which plans programs and activities for students,

IVCF also conducts regular prayer, discussion, and meditation meetings.

H. Recreational Association (RECA)

RECA sponsors faculty and student activities. They include water polo games volleyball, badminton, and fun runs.

I. Rare Books Club

The Rare Books Club gives interested students an opportunity to examine rare books and the evolution of the history of printing. A trip to Washington, D.C. during January and exposure to rare books collections at area universities and colleges (such as Washington and Lee) are planned annually.

J. Spanish Club

The Spanish Club enables professors and students who are interested in the culture and language of Spain and Latin America to participate in various informal activities. Activities include slides and lectures by students who recently studied and travelled abroad, films, Scrabble games in Spanish, holiday celebrations, a trip to Washington, D.C. for sightseeing and a Spanish meal, and a weekly discussion table in the dining during lunch.

K. Student Guides & Overnight Hostesses

Student Guides and Hostesses serve a vital function to the Admission Office in presenting the College to visitors and also in sharing with the Admission Office their impressions of Prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Student Guides show prospective students and other guests around the campus. Each guide volunteers one hour of the week during which she is available to give tours of the campus. A chairwoman, who is appointed by the Admission Office, coordinates the activities of the guides. At the end of the year, ten Guides who have been especially outstanding in giving of themselves and their time are chosen as Honor Guides. Freshmen are eligible to be Guides after the Fall term. Anyone who is interested in being a volunteer Guide should contact the Admission Office.

Student Hostesses are headed by the Over-night Hostess Chairwoman. Hostesses entertain prospective students who wish to spend an over-night in the residence halls. Those who are interested in being a Hostess may volunteer at the Office of Admissions in the early fall. The Chairwoman is responsible for placing the prospective student with a hostess.

L. Student Music Council

The Student Music Council was organized to provide music awareness and serve to get students on campus involved in the many aspects of music. S.M.C. also supplements the Babcock Season with pre-concert lectures and provides services for the music department performances. In addition, the Student Music Council will provide transportation to concerts in the area and support Sweet Briar groups that wish to perform off-campus. All interested are encouraged to join.

(S.M.C. is subject to approval by the Executive Committee.)

M. Sweet Briar Dance Theatre

Sweet Briar Dance Theatre is the performing unit of dance students who are actively involved in dance and are in dance technique, dance composition or technical theatre classes. Sweet Briar Dance Theatre provides performance experience as well as an opportunity to work in dance production, publicity, costuming, and back stage management. The group gives dance concerts and lecture-demonstrations on and off campus performing works by dance faculty and advanced students.

N. Unity

The purpose of Unity is to promote black-white social, cultural and educational programs while providing a structured group for student interaction and an efficient vehicle for soliciting opinions from students. Membership in Unity is open to all members of the Sweet Briar College community.

O. Varsity Sport Council

The Varsity Sports Council is composed of one representative of each varsity sport and one faculty member from the Physical Education Department, who serves as a liaison between the Council and the Department. The Council

serves as a forum where coaches and players can come together to discuss varsity issues, raising funds for team travel, meets with prospective student athletes who visit the campus, and assist with the organization of the annual varsity awards ceremony.

P. Women's Professional Society

The Women's Professional Society is an organization designed to allow Sweet Briar students to gain knowledge of the business world through contacts with local businesses. Programs that are offered include lecturers from the business community, tours of local businesses, and promotes contacts through social events.

The Women's Professional Society offers a forum for an exchange of ideas of interest to those entering today's business world. All those interested are invited to join.

Q. WUDZ Radio: 91.5 FM

The WUDZ radio station at Sweet Briar began broadcasting in the spring of 1980. It is a 100-watt non-commercial station which grants a great flexibility in programming, to provide the student body and the community with a variety of music including classical, jazz, rock, folk and bluegrass. The studio is located on the first floor of Reid.

R. Young Democrats

A growing political group at Sweet Briar, the Young Democrats is geared towards enhancing political awareness at Sweet Briar, generally from a more liberal perspective. The club is part of the Virginia Young Democrats consisting of college and teen clubs statewide. The Sweet Briar Young Democrats have assisted in local and state campaigns, sponsored films and bake sales on campus, and held social events with other colleges in Virginia. They also participate in annual workshops on the facets of politics.

The Sweet Briar Young Democrats encourage those with an interest in politics to attend their monthly meetings and participate. All types of political input are welcome.

COMMITTEES

A. Chapel

This committee which is composed of the Chaplain and students helps incorporate religious life into the Sweet Briar community. Students on this committee help in assisting church services. Three representatives from each class are elected in the fall at a class meeting.

B. Concerts Committee

This committee, which is composed of faculty and students, plans the College concert series for the entire year. A representative from each class is elected at class meetings in September.

C. Food Services Committee

This committee is composed of students and a few food services administrators. They discuss such issues as meals and special dinners. Two representatives from each class are elected.

D. Health Service Committee

Committee is composed of the doctor and elected students. They deal with ways to inform students concerning health matters. Occasional lectures are held on health-related topics. Two students are elected from each class.

E. The Lectures Committee

The Lectures Committee is chaired by a faculty member and composed of other faculty members and students. This committee asks each class to elect two representatives who will actively participate in the meetings. The students are able to propose lectures and actually be involved in the planning and introduction of these lecturers to the Sweet Briar Campus. This committee also offers an opportunity for the student to work with faculty on a personal basis and to broaden her knowledge of culturally and academically notable persons.

The Lectures Committee investigates and selects lecturers from many proposals received from faculty and other sources throughout the year. All members of this committee have an equal vote.

Being a student representative of this commit-

tee is a serious responsibility, and the benefits gained from representing your class are very rewarding.

F. Sue Reid Slaughter Committee

This committee which is composed of administrators, faculty, and students spends approximately \$12,000 of the Sue Reid Slaughter endowment income annually. The programs are designed to bring unique, unusual events to Sweet Briar College. A representative from each class is elected at class meetings in September.

PUBLICATIONS

A. *The Brambler*

The Brambler is the College literary magazine. By publishing poetry, prose, art work, music, or any other creative endeavor of fine quality contributed by members of the four classes and occasionally by the faculty, *The Brambler* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers. *The Brambler* holds an annual poetry contest, "The Christie Ann Scordas Poetry Contest," and sponsors visiting poets throughout the year.

B. *The Briar Patch*

The Briar Patch, the Sweet Briar yearbook, is published each spring. *The Briar Patch* staff attempts to cover all aspects of college life, especially the outstanding events of that year, to provide a permanent record and reminder of the year, and to produce a creative publication.

C. *The Student Handbook*

The aim of the *Student Handbook* is to acquaint students with the rules, activities, and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. *The Student Handbook* is an important source of reference throughout the year. It is published annually and distributed to all the students in the fall.

D. The Sweet Briar News

The Sweet Briar News, published weekly by the students, is the campus newspaper. Upcoming events, reviews of events past, and issues critical to the entire Sweet Briar community are aired each week. All students are encouraged to join the staff, regardless of experience, and parents are urged to subscribe and keep up with campus events and opinions.

Letters to the Editor are always welcome and should be delivered to the newsroom in the basement of the Chapel on Mondays.

Editor **BRAMBLER**
.....Audrey Mullen

BRRIAR PATCH
Editorto be elected

BUM CHUMS
Mother SuperiorBrooke Haw

CHUNG MUNG
Most ExaltedLeslie Corrado

CLASS OFFICERS **1988**

PresidentStephanie Wilt
Vice PresidentWhitney Bolt
SecretaryMinta Jones
TreasurerCameron Cox

1989

PresidentLisa Claypool
Vice PresidentLatane Spencer
SecretaryBennett Butcher
TreasurerBeth Walker

1990

PresidentIrfan Kiratli
Vice PresidentJoie Roderick
SecretaryLea Harvey
TreasurerDolly Garcia

COLLEGE REPUBLICANS
President.....Grace Quirk

CREATIVE ARTS LEAGUE
Presidentto be elected

EARPHONES
Most MonotonousBeth Bennett

FRENCH CLUB
Presidentto be elected

GERMAN CLUB
Presidentto be elected

INTERACT
PresidentAnne Powell

INTERNATIONAL CLUB
PresidentEllen Duffy

INTER-VARSITY
CHRISTIAN FELLOWSHIP
Presidentto be elected

CLASS SYMBOLS

1. The Class of 1988

Motto: Factum non verbum
(Actions not words)
Colors: Purple and gold
Emblem: Swam

2. The Class of 1989

Motto: Honor ante honores
(Honor before reward)
Colors: Peacock blue and green
Emblem: Peacock

3. The Class of 1990

Motto: Ne obliviscamur
(Lest we forget)
Colors: Green and black
Emblem: Oak Tree

4. The Class of 1991

Motto: Spectamur agendo
(We are proven by our actions)
Colors: Delph blue and black
Emblem: Lion

DIRECTORY OF OFFICERS 1987-88

AINTS AND ASSES
Most IllustriousLatane Spencer

AMERICAN CHEMICAL SOCIETY
Officersto be elected

AMNESTY INTERNATIONAL
Presidentto be elected

ITALIAN CLUB

PresidentAshley Flynn

PAINT AND PATCHES

PresidentErica Henning

RARE BOOK CLUB

Presidentto be elected

RECA

Presidentto be elected

SPANISH CLUB

Presidentto be elected

S.G.A.

PresidentEllyn Palermo

Vice-PresidentStaci Sickels

SecretaryBrooke Haw

TreasurerKate Richardson

STUDENTS' HANDBOOK

EditorAmy Jenkins

Layouts.....Amanda Hines

STUDENT MUSIC COUNCIL

President.....Charlotte Tucker

SWEET BRIAR NEWS

EditorPaige Shiller

SWEET TONES

Musical DirectorAubrey Adams

Business ManagerJennifer Bach

TAPS -N- TOES

Most Graceful.....Tracy Tigerman

TAU PHI

PresidentToni Dean

UNITY

PresidentGeneal Darden

Varsity Sports Council

PresidentCourtney Kneece

WOMEN'S PROFESSIONAL SOCIETY

PresidentChris Mohn

WUDZ

General ManagerSusan Stoechner

YOUNG DEMOCRATS

PresidentAnne Powell

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